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HOLMES

COMMUNITY COLLEGE DISTRICT



Please direct all correspondence concerning the following to the officers indicated:

ADMISSIONS - Director of Admissions and Records, Holmes Community College, Post Office Box 398, Goodman, MS 39079. Telephone: 472-2312.

DORMITORY ACCOMMODATIONS - (Goodman Campus Only) Dean of Students, Post Office Box 369, Holmes Community College, Goodman, MS 39079. Telephone: 472-2312.

FINANCIAL AID - Director of Financial Aid, Holmes Community College, Post Office Box 216, Goodman, MS 39079. Telephone: 472-2312.

GRENADA CENTER - Holmes Community College, Grenada Center, 1060 Avent Drive, Grenada, MS 38901. Telephone: 226-0830. Associate Degree Nursing: 226-1841.

JTPA OFFICE - Holmes Community College, Goodman Campus, Post Office Box 409, Goodman, MS 39079. Telephone: 472-9887.

RIDGELAND CAMPUS - Holmes Community College, Ridgeland Campus, 412 W. Ridgeland Ave., Ridgeland, MS 39157. Telephone: 856-5400.

SKILL/TECH CENTER - Holmes Community College, Goodman Campus, Post Office Box 369, Goodman, MS 39079. Telephone: 472-2864.

EVENING CLASSES, SUMMER SCHOOL, VOCATIONAL-TECHNICAL PROGRAMS - Contact the campus you wish to attend.

The information contained herein is official as of November 1, 1994. The College reserves the right at any time to make changes deemed advisable in the regulations, fees, and/or other charges, curricula and course offerings.

If changes are made, they will be published by the Vice-President for Academic Programs in the form of an official amendment to the bulletin. The amendments are available from that office upon request by phoning (601) 472-2312, ext. 35.

Holmes Community College adheres to the principle of equal educational and employment opportunity without regard to race, sex, color, creed, national origin, age, or disability (unless job-related).

The Cover: An architectural drawing of our new Computer Technology Center is shown on the cover. The state-of-the-art building will be completely operational by fall, 1997.

Vo. 70

1997

No. 1

BULLETIN

HOLMES COMMUNITY COLLEGE

**Eighty-Sixth Session
Begins Monday, August 18, 1997**

Education is Training For Complete Living

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ACCREDITATIONS AND MEMBERSHIPS

Mississippi State Department of Education
 Southern Association of Colleges and Secondary Schools
 Mississippi Junior College Literary and Athletic Association
 American Association of Community and Junior Colleges
 Mississippi Association of Colleges
 National Junior College Athletic Association

Holmes Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree and certificates.

BOARD OF TRUSTEES

D.P. McGowan, President	Yazoo City
W. Godfrey Campbell, Vice-President	Carrollton
Henry B. McClellan, Jr., Secretary (Non-Board Member)	Goodman
Walter Alford	Winona
Ernest Adcock	Ridgeland
Dewitte Belk	Kosciusko
Harvey Black	McCool
Ruby R. Brady	Grenada
Barry Burchfield	Kosciusko
Ty Cobb	Ackerman
Margaret M. Davis	Grenada
Martha W. Davis	Lexington
Charles Donald	Goodman
Billy Joe Ferguson	Carrollton
Hugh Gibson	Eupora
Harold Hammett, Jr.	Lexington
Sue Jones	Flora
Dale McBride	Durant
Harold Middleton	Yazoo City
Joe Roger Moore	Winona
Judge Nelson	Lexington
Jimmy W. Powell	Walthall
Walter Roberts	Lexington



BOARDS OF SUPERVISORS 1996 - 2000

ATTALA COUNTY

District 1 - John E. Womble
District 2 - David Fancher
District 3 - Troy Hodges
District 4 - Samuel Lewis
District 5 - H. Wade Shumaker

CARROLL COUNTY

District 1 - Neal Blaylock
District 2 - Lloyd D. Ashmore
District 3 - Marvin Coward
District 4 - K.T. Streater
District 5 - Curtis King

CHOCTAW COUNTY

District 1 - Charles Michael King
District 2 - Cecil Wade Jones
District 3 - Paul Wayne Henson
District 4 - Stennis Kennedy
District 5 - Boyce W. Bruce

GRENADA COUNTY

District 1 - Ricky Marter
District 2 - Homer Dale Trussell
District 3 - Christopher Hankins
District 4 - Cecil Shelton
District 5 - Fred Carver

HOLMES COUNTY

District 1 - Norman Cobbins, Jr.
District 2 - Doug Green
District 3 - Danny Gnemi
District 4 - James R. Johnson
District 5 - Odell Hampton, Jr.

MADISON COUNTY

District 1 - Louise N. Spivey
District 2 - Luther L. Waldrup
District 3 - David H. Richardson
District 4 - Karl Banks
District 5 - J. L. McCullough

MONTGOMERY COUNTY

District 1 - Jerry Blakely
District 2 - Kenneth W. Ware
District 3 - Lindsey Roberts, Jr.
District 4 - Wade Henson
District 5 - Joseph Henson

WEBSTER COUNTY

District 1 - James Woodward
District 2 - Stanley Pepper
District 3 - Travis Lynn Lamb
District 4 - Larry Crowley
District 5 - Casey Weeks

YAZOO COUNTY

District 1 - Charles T. Moore
District 2 - Sam S. Fisher
District 3 - Herman Leach
District 4 - Edward L. Dew
District 5 - Cobie Collins

SCHOOL CALENDAR 1997-1998

SUMMER SCHOOL 1997

Summer School courses, both day and evening, are taught at the Goodman, Grenada, and Ridgeland Campuses as well as several off-campus sites. Schedules and calendars vary by location, and are available approximately April 1. Interested students should contact the campus they wish to attend.

Goodman - 472-2312 Grenada - 226-0830 Ridgeland - 856-5400

FALL SEMESTER 1997

August 12, 15Faculty Meetings
August 13, 14Orientation and Registration
August 17 (3:00 p.m.-6:00 p.m.)Dorms Open
August 18 (8:00 a.m.)Classes Begin
August 22Last day for registration & adding courses
September 1Labor Day Holiday
October 10Mid-Semester grades due
October 20Last day to drop a course with a "W"
October 31Last day for graduates to qualify for graduation & exemption from finals
November 26-28Thanksgiving Holidays
December 8-11Final Examinations
December 12 (8:00 a.m.)Final grades due

SPRING SEMESTER 1998

January 5, 6Orientation and Registration
January 7 (8:00 a.m.)Classes Begin
January 13Last day for registration & adding classes
January 19Martin L. King, Jr. Holiday
February 27Last day for graduates to qualify for graduation & exemption from finals
February 27Mid-Semester grades due
March 9-13Spring Holidays
March 16Last day to drop a course with a "W"
May 8 (1:00 p.m.)Graduation practice for all students- Goodman Coliseum
May 11-14Final Examinations
May 15 (8:00 a.m.)Final grades due
May 15 (7:00 p.m.)Graduation at the Goodman Campus Coliseum

OFFICERS OF ADMINISTRATION

DISTRICT OFFICERS

Dr. Starkey A. Morgan, Sr.	President
Henry B. McClellan, Jr.	Executive Vice-President for Financial, Administrative and Student Services
Richard Newton	Vice-President for Academic Programs
Dale Lewis	Vice-President for Community and Workforce Development
Dr. Marilyn Burrell	Assistant to the President
Danny O'da Williams	District Coordinator of Student Services
Gene Richardson	Director of Admissions and Records
Wirt Hayes	Director of Financial Aid
Lynn Wright	Director of Skill/Tech Center
John Burrell	Director of JTPA
Earl Sisco	Coordinator of Industrial Services
James G. Williams	Director of Public Information
Quinby Morgan	Director of Maintenance
Robert Pool	Director of Purchasing and Receiving

GOODMAN CAMPUS OFFICERS

Richard Newton	Academic Dean
Dwight Myrick	Director of Vocational-Technical Education
John Burrell	Assistant Director of Vocational-Technical Education
Danny O'da Williams	Dean of Student Services

GRENADA CENTER OFFICERS

Jack Holmes	Vice-President
Joyce Vaughn	Director of Associate Degree Nursing

RIDGELAND CAMPUS OFFICERS

Joe A. Adams	Vice-President
Paul Byars	Director of Vocational-Technical Education

ADMINISTRATION

Starkey A. Morgan, Sr.

President, Holmes
Community College

B.S., Mississippi State University
M.Ed., Mississippi State University
Ed.D., University of Mississippi

Joe A. Adams

Vice President, Ridgeland Campus

B.S., Mississippi State University
M.Ed., Mississippi State University
Ed.S., Mississippi State University
Additional Study: Mississippi State University

John Burrell

Assistant Director of Vocational-
Technical Education, Director of JTPA,
Goodman Campus

B.S., Mississippi State University
M.S., Mississippi State University
Additional Study: Mississippi State University

Marilyn Burrell

Assistant to the President,
Goodman Campus

B.S., Howard Payne University
M.S., Delta State University
Ed.D., Delta State University
Additional Study: Mississippi State University

Paul Byars

Director of Vocational-Technical Education,
Ridgeland Campus

B.S., University of Southern Mississippi
M.Ed., Mississippi State University
Additional Study: Mississippi State University

Wirt Hayes

Director of Financial Aid,
Goodman Campus

A.A., Holmes Junior College
B.S., Delta State University

Jack Holmes

Vice-President of the Grenada Center

B.S., Delta State University
M.Ed., Mississippi State University
Additional Study: Mississippi State University

Dale Lewis

Vice-President for Community &
Work Force Development,
Goodman Campus

B.S., Mississippi State University

M.Ed., Mississippi State University

Additional Study: Mississippi State University,

University of Mississippi, University of Southern Mississippi

Henry B. McClellan, Jr.

Executive Vice-President for Financial,
Administrative, and Student Services,
Goodman Campus

A.A., Holmes Junior College

B.S., Mississippi State University

M.Ed., Mississippi State University

Additional Study: Mississippi State University

Quinby Morgan

Director of Maintenance, Director of Athletics,
& Head Baseball Coach, Goodman Campus

B.S., Delta State University

M.Ed., Delta State University

Dwight Myrick

Director of Vocational-
Technical Education, Goodman Campus

Vocational Certificate, Holmes Junior College

A.A., Holmes Junior College

B.S., Mississippi State University

M.Ed., Mississippi State University

Additional Study: Mississippi State University

Jackson State University

Richard Newton

Academic Dean, Goodman Campus
& Vice-President for Academic Programs,
Goodman Campus

B.S., Mississippi State University

M.Ed., Mississippi State University

Additional Study: Mississippi State University

University of Mississippi

Robert Pool

Director of Purchasing & Receiving,
Goodman Campus

B.S., University of Mississippi

M.Ed., University of Mississippi

Gene Richardson

Director of Admissions & Records,
Goodman Campus

A.A., Holmes Junior College

B.A., Mississippi State University

M.Ed., Mississippi College

Earl Sisco

Coordinator of Industrial Services,
Goodman Campus

A.A., Copiah Lincoln Junior College

B.S., Mississippi State University

M.Ed., Mississippi State University

Additional Study: University of Tennessee, University of Southern
Mississippi, Jackson State University

Joyce Vaughn

Director of Associate Degree Nursing,
Grenada Center

B.S.N., Mississippi University for Women

Danny O'da Williams

Dean of Student Services,
Goodman Campus &
District Coordinator for Student Services,
Goodman Campus

B.S., Mississippi State University

M.S., Mississippi State University

Additional Study: University of Mississippi

James G. Williams

Director of Public Information,
Goodman Campus

B.S., Mississippi State University

M.A.T., Mississippi State University

Additional Study: Mississippi State University

Lynn Wright

Director of Skill Tech Center,
Goodman Campus

A.A., Holmes Junior College

B.S., Mississippi State University

M.Ed., Mississippi College

Additional Study: University of Southern Mississippi,
Memphis State University, University of Mississippi,
Jackson State University



PROFESSIONAL STAFF

Linda Alexander

Director of Student Activities,
Goodman Campus

A.A.S., Jefferson State J.C.
B.S., Mississippi College
M.S.S., Mississippi College

Robert Anderson

Task Analysis Specialist,
Goodman Campus

A.A., Northeast Mississippi Community College
B.S., Mississippi State University
Additional Study: Millsaps College

Caron Kay Blanton

Assistant Director of Public Information,
Goodman Campus

B.A., Randolph-Macon Woman's College
M.A., University of Mississippi

Kelli Blaylock

Computer Services Operator,
Goodman Campus

A.A., Holmes Community College

Kay Boggan

District Librarian, Goodman Campus

B.S., University of Southern Mississippi
M.L.S., University of Southern Mississippi

James Brooks

Counselor, Student Support Services,
Goodman Campus

B.S., Jackson State University
M.S., Jackson State University

William H. Bunch, III

Basic Skills Specialist,
Goodman Campus

B.S., Delta State University

Steve Caldwell

Director of Computer Services/Records,
Goodman Campus

A.A.S., Holmes Junior College
Additional Study: Delta State University,
IBM & Sperry-Univac (Houston, Texas; Atlanta, Georgia)

Gail Caraway

District Coordinator/Allied Health,
Goodman Campus

B.S.N., University of Mississippi
M.S.N., University of Mississippi
Additional Study: Oschner's Foundation School of Nursing,
New Orleans; University of Mississippi School of Nursing

Bennie Clay	Instructor Recruiter for ABE/GED Program, Goodman Campus
B.S., Jackson State University Additional Study: University of Southern Mississippi, Jackson State University	
Alva Cobb	District Coordinator of Single Parent/ Displaced Homemaker, Goodman Campus
B.S., Tennessee State University M.S., Tennessee State University Ph.D., New York University Additional Study: Michigan State University, Mississippi State University	
Martha Cofer	Coordinator/Work-Based Learning, Grenada Center
B.B.A., University of Mississippi M.Ed., Mississippi State University M.B.A., Delta State University Additional Study: University of Mississippi	
Inez Collins	Clerk, Admissions & Records, Ridgeland Campus
David Comfort	Supervisor/Maintenance, Ridgeland Campus
John Deddens	Director/Small Business Development Center, & Program Marketing, Ridgeland Campus
B.S., University of Southern Mississippi Additional Study: University of Kentucky	
Kenny DuPont	Assistant Coach/Baseball, Goodman Campus
Lou L. Ferguson	Assessment Specialist/ Industrial Services, Goodman Campus
B.S., University of Arkansas M.Ed., Mississippi College Additional Study: University of Southern Mississippi	
Joseph Fondren	Counselor, Grenada Campus
A.A., East Central Junior College B.A., Mississippi College M.S., University of Southern Mississippi Additional Study: Mississippi State University, Jackson State University	
Betty Green	Business Office Supervisor, Goodman Campus

Janet Halteman

Assistant Librarian,
Goodman Campus

B.S., Mississippi State University
M.Ed., Mississippi State University

Lewis Hambrick

Tech-Prep Coordinator, Goodman Campus

A.A., Holmes Junior College
B.S., Mississippi State University
M.Ed., Mississippi State University
Ed.Spec., Mississippi State University
Additional Study: Mississippi State University,
Mississippi College

Terrell Hammett

Bookkeeper/Payroll Supervisor,
Goodman Campus

A.A., Mississippi Delta Junior College
B.S., University of Mississippi

Wilbur Harpole

Alumni Liaison/Recruiter, Goodman Campus

A.A., Holmes Junior College
B.S., Delta State University

Adrienne Hawkins

Workforce Specialist, Goodman Campus

B.A.E., University of Mississippi
Additional Study: Mississippi State University

Stephanie Hathcock Jones

Assistant Director/Small Business
Development, Ridgeland Campus

A.A., Holmes Community College
B.B.A., University of Mississippi

Gladys Lewis

Executive Secretary to the President

Katrina Myricks

Sex Equity Coordinator,
Goodman Campus

B.B.A., Delta State University
M.S., Mississippi State University
Additional Study: Jackson State University

Janet Netherland

Technical Librarian Assistant,
Goodman Campus

Becky Pugh

Counselor, Ridgeland Campus

B.S., Mississippi State University
M.Ed., Mississippi State University
Additional Study: Mississippi State University,
University of Mississippi,
University of Southern Mississippi

- Janice Richardson
Director of Career Center,
Counselor/Vocational - Technical,
Goodman Campus
A.A., Holmes Junior College
B.S., Mississippi State College
M.Ed., Mississippi College
Ed.Spec., Mississippi State University
- Roxanne Self
Assistant to the Purchasing Agent,
Goodman Campus
- Sue Ellen Stubbs
Assistant to Vice-President for
Academic Programs & VA, Goodman Campus
A.A., Holmes Junior College
- Debra Switzer
Librarian, Ridgeland Campus
A.S.A., Jackson County Junior College
B.A., Mississippi State College for Women
M.L.S., University of Mississippi
- William Taylor
Chief Maintenance Engineer, Goodman Campus
- Barbara Teague
Coordinator/Special Needs Program,
Goodman Campus
B.S., Mississippi Valley State University
M.Ed., Mississippi State University
Additional Study: Mississippi State University,
University of Southern Mississippi
- Kelli Thomas
Computer Technology Facilitator,
Goodman Campus
B.S.E., Delta State University
M.S., University of Mississippi
- Joan Rodgers Tierce
Librarian, Grenada Center
A.A., Holmes Junior College
B.S.E., Delta State University
M.L.S., University of Mississippi
Additional Study: Mississippi State University
- Alexandre Tsema
Director, Intramurals, Coach Track,
Goodman Campus
B.S., Moscow University
Professional Degree in P.E./Track

Fedder Williams

Transfer Counselor,
Goodman Campus

B.A., Jackson State University
M.S., Jackson State University
Additional Study: Mississippi State University

Liz Wilson

Specialist/Industrial Training,
Grenada Center



FACULTY

Dewey Ables Machine Tool Operation, Machine Shop
Ridgeland Campus

Hinds Community College
University of Southern Mississippi
Journeyman Tool & Die Maker, U.S. Dept. of Labor

Betty Sue Adams

Mathematics,
Ridgeland Campus

B.S., Mississippi State University
M.Ed., Mississippi State University
Additional Study: Mississippi State University

Jeannette Alexander Business & Office,
Ridgeland Campus

A.A., Holmes Junior college
B.S., Mississippi State University
M.Ed., Mississippi State University
Additional Study: Mississippi State University

Janice Avery Practical Nursing, Grenada Center

James E. Awad
Chemistry/Physical Science/Biology,
Ridgeland Campus

B.S., Millsaps College
M.Ed., Mississippi College

Jenny Bailey Business & Office Technology,
Goodman Campus

B.S., Mississippi State University
M.S., Mississippi State University

Rachel Bickerstaff Fashion Merchandising/Marketing,
Ridgeland Campus

B.S., University of Alabama
Additional Study: Mercantile Stores University,
University of Southern Mississippi

James Bishop History, Ridgeland Campus

B.S., Troy State University
M.A., University of Southern Mississippi
Ph.D., University of Southern Mississippi

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Goodman Campus

B.S.N., University of Mississippi

Luther Boggan
B.S., University of Southern Mississippi
M.S., University of Southern Mississippi
Additional Study: Delta State University,
University of Mississippi

Mathematics, Goodman Campus

B.S., University of Southern Mississippi

M.S., University of Southern Mississippi

Additional Study: Delta State University,

University of Mississippi

Mary Brantley	English, Ridgeland Campus
B.A., Millsaps College	
M.A., University of Mississippi	
Additional Study: Belhaven College	

English, Ridgeland Campus

B.A., Millsaps College

M.A., University of Mississippi

Additional Study: Belhaven College

Michael Burchfield
B.S., Mississippi State University
M.A.T., Mississippi State University
Ed.D., Mississippi State University
Additional Study: Harvard-Smithsonian Center for
Astrophysics, University of Southern Mississippi

Biology, Goodman Campus

B.S., Mississippi State University

M.A.T., Mississippi State University

Ed.D., Mississippi State University

Additional Study: Harvard-Smithsonian Center for

Astrophysics, University of Southern Mississippi

Howard Butler	History, Goodman Campus
B.A., Louisiana State University	
M.A., Louisiana State University	
Ed.S., Mississippi State University	
Ph.D., Mississippi State University	

History, Goodman Campus

B.A., Louisiana State University

M.A., Louisiana State University

Ed.S., Mississippi State University

Ph.D., Mississippi State University

Linda Chapman

Business & Office Technology,
Ridgeland Campus

A.A., Holmes Junior College
B.S., Delta State University
M.Ed., Mississippi College
Additional Study: Mississippi College,
Mississippi State University,
University of Southern Mississippi

**Business & Office Technology,
Ridgeland Campus**

A.A., Holmes Junior College

B.S., Delta State University

M.Ed., Mississippi College

Additional Study: Mississippi College,

Mississippi State University.

University of Southern Mississippi

Sherry Cheek
B.S., Mississippi State University

Related Studies/Vo-Tech,
Goodman Campus

Related Studies/Vo-Tech, Goodman Campus

B.S., Mississippi State University

Joyce M. Collins Business & Office Technology, Grenada Center
A.A., Freed-Hardeman College
B.S., Mississippi State University
M.Ed., Mississippi State University
Additional Study: Delta State University,
Mississippi State University

Business & Office Technology, Grenada Center

A.A., Freed-Hardeman College

B.S., Mississippi State University

M.Ed., Mississippi State University

Additional Study: Delta State University,

Mississippi State University

Sheri Comfort
A.D.N., Holmes Community College
Additional Study: Mississippi State University

Practical Nursing, Goodman Campus

A.D.N., Holmes Community College

Additional Study: Mississippi State University

- Tony Cook Ass.stant Football Coach, Goodman Campus
 B.S., University of Mississippi
 M.Ed., Delta State University
 Additional Study: Mississippi State University
- Fran Cox Science & Technology, Goodman Campus
 B.B.A., Mississippi State University
 M.Ed., Delta State University
 Additional Study: University of Southern Mississippi
- Terry Cox Industrial Education, Goodman Campus
 A.A., Holmes Junior College
 B.S., Mississippi State University
 M.Ed., Mississippi State University
 Additional Study: Mississippi State University
- Jack Cuthbert Physics, Ridgeland Campus
 B.S., University of Oklahoma
 M.A., University of Texas/Austin
- Steven Deaton English, Goodman Campus
 B.A., University of Southern Mississippi
 M.A., Mississippi College
- Catherine M. Dixon Psychology: Counselor,
 Ridgeland Campus
 B.S., Mississippi State University
 M.S., University of Southern Mississippi
 M.A., Azusa Pacific College
 Ph.D., University of Mississippi
- Virginia B. Earnest English, Ridgeland Campus
 B.A., University of Alabama
 M.A., University of Alabama
 Ph.D., Kent State University
 Additional Study: Millsaps College,
 Memphis State University, Christ Church College,
 Oxford University, England
- Dan Edwards History, Political Science, Coach
 Women's Softball, Goodman Campus
 A.A., A.A.S., Holmes Community College
 B.S.Ed., University of Colorado
 M.A., Mississippi State University
 Additional Study: Mississippi State University

- Maria Edwards French Spanish, Grenada Center,
Goodman Campus
B.A., Salve Regina College
M.A., Mississippi State University
Additional Study: La Sorbonne, Paris
- Jessica Elliott Surgical Technology, Grenada Center
A.A., Hinds Community College
Additional Study: Holmes Community College
- Eddie Ellis Collision Repair Technology,
Goodman Campus
A.A., Holmes Junior College
A.A. (Master's Equivalent) Mississippi State University
- Geneva England English, Grenada Center
B.S., Mississippi State University
M.Ed., University of Mississippi
Ed.S., University of Mississippi
Additional Study: Delta State University
- Emily Fite Associate Degree Nursing, Grenada Center
A.D.N., Hinds Junior College
B.S.N., University of Mississippi
M.S.N., University of Mississippi
- Betty Floyd Related Studies/Vo-tech, Goodman Campus
A.A., Holmes Junior College
B.S., Mississippi State University
Additional Study: Mississippi State University,
Mississippi College, University of Southern Mississippi
- Bobby Gibson Drafting & Design, Goodman Campus
A.A.S., Holmes Community College
A.A., (Master's Equivalent) Mississippi State University
Additional Study: Mississippi State University
- Teresa Graham Associate Degree Nursing, Grenada Center
A.A.S., Northwest Junior College
B.S.N. & B.S., Delta State University
M.S.N.S., Delta State University
M.S., University of Southern Mississippi
- Diane Green Computer Technology, Grenada Center
A.A., Mississippi Delta Junior College
Additional Study: Mississippi State University,
Holmes Community College

William Gressett

Chemistry, Biological Sciences,
Ridgeland Campus

A.A., Meridian Junior College
B.S., University of Southern Mississippi
M.S., University of Southern Mississippi

Robert Harris Computer Science Men's Tennis, Goodman Campus

B.S., Mississippi State University
M.A.T., Mississippi State University

Myra Harville

Psychology, Grenada Center

B.S.E., Delta State University
M.Ed., Delta State University
Ph.D., Columbia Pacific University

Abb L. Hatten, Jr.

Business Law/Economics,
Ridgeland Campus

B.A., Mississippi College
M.A., University of Mississippi

LaWanda Herron

Associate Degree Nursing,
Grenada Center

Dianne B. Holden

Business & Office, Grenada Center

B.S., Mississippi State University
M.Ed., Mississippi State University

Jimmy Horne

Welding, Goodman Campus

Linda Hutchison

Cosmetology, Goodman Campus

Holmes Junior College

Additional Study: Mississippi State University,
University of Mississippi, University of Southern Mississippi

Max W. Ingram

Electronics Technology, Ridgeland Campus

B.S., University of Southern Mississippi
Additional Study: University of Alabama,
University of Southern Mississippi

Lynda Irby

Business & Office Technology, Goodman Campus

B.Ed., Mississippi State University
M.Ed., Mississippi State University
Additional Study: Mississippi State University

James Jenkins

Machine Tool Operation, Machine Shop

B.S., Mississippi State University
Additional Study: Mississippi State University

Rita Ann Jones
B.S., Mississippi State University
M.A., Mississippi University for Women
Additional Study: Mississippi State University

Jeanne Kelly
English, Ridgeland Center
B.A., Mississippi College
M.Ed., Mississippi College
Additional Study: University of Mississippi,
Belhaven College, National Humanities Center

Beta Keramati	Physics, Goodman Campus
B.S., Lehigh University	
M.S., Temple University	

Audra Love Kimble Business Administration, Goodman Campus
B.A., University of Mississippi
M.A., University of Mississippi
Additional Study: Mississippi State University,
University of Mississippi

Bennie Kimble
Men's Basketball Coach/
Physical Education, Goodman Campus
B.A., Southeastern Louisiana College
M.Ed., Delta State University
Additional Study: Delta State University

Jo Kimble
B.S., University of Southern Mississippi
M.Ed., Delta State University

Jeff Koonz Assistant Football Coach,
Goodman Campus

A.A.S., Ulster County Community College
B.S., State University of New York
M.S., Georgia Southern University
Additional Study: U.S. Olympic Training Center, Colorado Springs

Ed Lambert
A.A., Community College of the Air Force
B.S., Mississippi State University
Additional Study: University of Mississippi,
Mississippi State University

Bonnie Lattimore Associate Degree Nursing, Grenada Center
B.S.N., Texas Christian University
M.S., University of Wisconsin

Linda Lewis
B.S., Blue Mounting College
M.S., Delta State University

Dennis Little Drafting & Design Technology, Grenada Center
A.A., Holmes Junior College
B.S., Mississippi State University
M.Ed., Mississippi State University

Marilyn Long Associate Degree Nursing, Grenada Center
B.S.N., University of Alabama
M.S.N., University of Alabama

Lillie Lovette	American Government/Sociology, Ridgeland Campus
B.A., University of Mississippi	
M.S., University of Mississippi	

Judy Malone Business & Office Technology,
Goodman Campus
A.A., Holmes Community College
Additional Study: Mississippi State University

Mary Ann Mayhan Business & Office Technology, Grenada Center
B.S., Blue Mountain College
M.B.E., University of Mississippi
Additional Study: University of Mississippi,
Mississippi State University

Pamela McCollum Practical Nursing, Ridgeland Campus
B.S., University of Southern Mississippi
Additional Study: University of Southern Mississippi,
Mississippi State University

Sue McKay
B.A., Millsaps College
M.Ed., Delta State University
Additional Study: University of Mississippi

Jerry L. McKibben Heating, Air-Conditioning, and Refrigeration
Mechanics, Goodman Campus
Hinds Junior College, Northeast Junior College,
Mississippi State University, University of Southern Mississippi
Mississippi Valley State University, U.S. Air Force

Sandra Measels
A.A., East Central Junior College
B.S., Mississippi State University
M.A.T., Mississippi State University

W A Miles

Architectural Design & Construction Tech.,
Goodman Campus

A.A., Holmes Community College

B.S., Mississippi State University

M.Ed., Mississippi State University

Additional Study: University of Southern Mississippi,

University of Mississippi

Andra T. Mooney

English, Goodman Campus

A.A., East Central Junior College

B.A., Mississippi State University

M.A., Mississippi College

Additional Study: Mississippi State University

Rickye Norris

Drafting & Design, Ridgeland Campus

A.A.S., Holmes Junior College

B.S., University of Southern Mississippi

A.A. Certification, University of Southern Mississippi

Additional Study: Mississippi State University,

Jackson State University

Anne Norwood

Associate Degree Nursing, Grenada Center

B.S.N., Delta State University

Additional Study: University of Southern Mississippi

Deborah Oakes

Practical Nursing/JTPA, Goodman Campus

A.D.N., Hinds Community College

B.S.N., Mississippi College

Additional Study: Mississippi State University

Kathryn W. Pace

Reading, Ridgeland Center

B.S., Mississippi College

M.S., Mississippi College

Bettye H. Parham

Business Administration, Grenada Center

B.B.A., University of Mississippi

M.B.A., Delta State University

Additional Study: University of Mississippi

Wanda Pollard

Practical Nursing, Eupora, Goodman Campus

Belle Joyce Pool

Social Science, Goodman Campus

B.S., University of Mississippi

M.Ed., Delta State University

M.Ed., Delta State University

- Margaret Scarberry Business & Office, Grenada Center
 B.S., Mississippi University for Women
 M.Ed., Mississippi State University
 Additional Study: Delta State University; Data General Corp.,
 Atlanta, Georgia; Mississippi State University
- Myra L. Schrader Mathematics, Ridgeland Campus
 B.A., Mississippi State University
 M.S., University of Tennessee
 Additional Study: University of Alabama
- Gary A. Sheppard Band Director, Goodman Campus
 A.A., Mississippi Delta Junior College
 B.S., University of Mississippi
 M. Ed., Arkansas State University
- Barbara Shurden Related Studies/Vo-Tech, Goodman Campus
 M.S., Mississippi State University
- Hugh Shurden Assistant Football Coach, Goodman Campus
 A.A., Holmes Junior College
 B.S., Mississippi State University
 Additional Study: Mississippi State University
- Janet Simpson Piano/Music Appreciation, Goodman Campus
 A.A., Holmes Junior College
 B.M.Ed., Mississippi State University
 M.M.Ed., Mississippi State University
- Alice Anne Sisco Fashion Merchandising, Ridgeland Campus
 A.A., Holmes Junior College
 B.S., University of Southern Mississippi
 M.Ed., Mississippi State University
 Additional Study: University of Mississippi,
 Kaetsu College, Tokyo, Japan, Mississippi State University
- Ramona Smith Psychology, Ridgeland Campus
 B.S., Mississippi State University
 M.Ed., Mississippi State University
 Additional Study: University of Southern Mississippi,
 Mississippi College
- Patricia S. Spraberry Practical Nursing, Grenada Center
 A.D.N., Mississippi Delta Junior College
 Additional Study: Mississippi State University

Tracy Warren
A.A., Hinds Community College
B.B.A., Mississippi College

Wayne Watkins Drafting & Design Technology, Ridgeland Campus
A.A.S., Holmes Junior College
B.S., University of Southern Mississippi
M.S., University of Southern Mississippi
Ed Spec., University of Southern Mississippi

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B.S., University of Texas/Dallas
M.S., University of Texas/Dallas
Ph.D., University of Texas/Dallas

Joe David White
A.A., Holmes Junior College
B.S., University of Mississippi
M.Ed., University of Mississippi

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B.M.E., Mississippi College
M.M., Mississippi College

Julia Williams Reading, Director/Student Support Services,
Goodman Campus
B.S., Mississippi University for Women
M.Ed., Mississippi State University
Additional Study: Mississippi University for Women,
Mississippi State University

Scott Williams Automotive Mechanics, Goodman Campus

Andy Wood
Assistant Football/Physical Ed.,
Goodman Campus
B.S., Memphis State University
M.S., Mississippi State University

Dorothy Worley Associate Degree Nursing, Grenada Center
A.A., Holmes Junior College
B.S.N., University of Mississippi Medical Center
M.S.N., University of Mississippi Medical Center

Monica Wright
Practical Nursing, Ridgeland Campus
B.S.N., Mississippi College

SUPPORT STAFF

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Eloise Avery	Dormitory Hostess Grenada Hall, Goodman Campus
Josie Bain	Secretary/Skill Tech Center, Goodman Campus
Tina Begley	Secretary, Ridgeland Campus
Angie Blain	Secretary/Vice-President for Community Dev., Goodman Campus
Elaine Boyle	Secretary/Associate Degree Nursing, Grenada Center
Phyllis Brister	Secretary/Business Office, Ridgeland Campus
Nobia Burwell	Cashier, Clerk/Business Office, Goodman Campus
Lisa Coleman	Campus Police Officer, Goodman Campus
John L. Crayton	Campus Police Officer, Goodman Campus
Mark Deason	Director/Landscaping, Goodman Campus
Arthur Derrick III	Skills Coordinator/JTPA, Goodman Campus
Charles Dotson	Truck Driving/JTPA, Goodman Campus
Mary Lou Farmer	Dorm Hostess/Yazoo Hall, Goodman Campus
George Floyd	Mechanic/Vehicle Shop, Goodman Campus
Bill Grace	Athletic Trainer, Goodman Campus
Roy Harrington	Assistant Maintenance Engineer, Goodman Campus
Virginia Hathcock	Secretary/Financial Aid Office, Goodman Campus
Doug Jackson	Campus Police Officer, Goodman Campus
Patti Koonz	Secretary/Student Support, Goodman Campus
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Nan Sykes	Secretary, Public Information, Goodman Campus
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Jeanne K. Todd	Secretary, Grenada Center
Susie Wigley	Secretary Dir. Maintenance, Goodman Campus
James Winters	Assistant Maintenance Engineer, Goodman Campus
Elton Wright	Coach Cross-Country, Goodman Campus

GENERAL INFORMATION

HISTORY OF HCC

Holmes Junior College evolved from Holmes County Agricultural High School which had its beginnings in 1911, when the town of Goodman provided forty acres of land and the Board of Trustees bought forty-two acres of land on the west side of Goodman, Mississippi, and established Holmes County Agricultural High School.

In 1922 the state legislature made it legal for the agricultural high schools to add two years of college work. In 1925-26 school session, the first year of college work was added, and in 1928-29 school session, the second year was added; making the school a full-fledged junior college and eligible to award the Associate of Arts degree.

The support of the college has expanded from the original county of Holmes to include Carroll, Attala, Madison, Choctaw, Montgomery, Grenada, Webster, and Yazoo counties. The state, through legislative appropriations, has assumed an increasing responsibility for the support of junior colleges in Mississippi. Thus, through district and state cooperation Holmes Junior College has built a plant on the Goodman campus with a replacement value of at least twelve million dollars and has come to take its place among the best junior colleges in the state system.

As a result of extensive study and strategic planning conducted in 1981 and 1982 involving all segments of the junior college community, the decision was made to build new centers in the northern and southern ends of the geographically large district. The main purpose for the centers was to make the educational programs and services of the college available to a greater percentage of the district population. Under the leadership of the Board of Trustees, the new centers were planned and built in the communities of Grenada and Ridgeland and were occupied in 1985.

In November of 1988 the Board of Trustees took action to change the name of the institution to Holmes Community College. The name change was made to more accurately reflect the comprehensive and multi-faceted mission of the modern two-year college. The change was subsequently approved by the State Board for Community and Junior Colleges in December of 1988, to be effective July 1, 1989.

MISSION STATEMENT

Holmes, a comprehensive public community college located in the rolling hills of central Mississippi, provides innovative educational and cultural opportunities to its constituents. In an ever-changing world, the

college seeks to prepare its graduates for university transfer or productive employment, as well as to provide opportunities for lifelong learning. Holmes, whose primary commitment is to excellence in all areas, offers affordable, equal access to higher education in an attractive, secure, multi-campus environment.

STRATEGIC INITIATIVES

Establish an environment for continuous improvement of the quality of instruction.

Acquire and support appropriate emerging technologies for curricular, instructional and administrative enhancement.

Improve college personnel/student interactions to achieve a higher rate of student success.

Expand and improve the college's infrastructure in support of student services, instructional programs, administrative processes, and community services.

Improve the college's image by enhancing communication through public relations.

Expand and improve educational partnerships with business/industry and community agencies.

THE MULTIPLE-CAMPUS COLLEGE

The main emphasis in the organization and administration of the Holmes Community College district is that it is a single, institutional entity with two campus locations and one center.

The relationships of personnel on each of the locations to college administrative staff are the same personnel-administrative relationships which would be found on a single campus. The same general policies, philosophies of operation, purposes and objectives, as well as the same procedural methods, apply to all locations equally, and exceptions can be made only when based on purely local factors.

There should always be close cooperation, articulation, and coordination between the campuses and centers. Individual differences which arise from differing student body characteristics, geographic locations, or purely local factors, are respected and their effects on procedure or policies are recognized as long as local decisions do not alter college administrative policies.

The standards for the instructional program are the same at all locations. Course numbers and descriptions in the catalog, course out-

program at the Grenada Center. The Commercial Truck Driving course is an open entry/open exit course: that is, students may enroll any time during the year. Nursing programs start with the fall school term and require an additional application.

For information concerning the locations and the starting dates of the various JTPA programs, contact the main JTPA office on the Goodman Campus. The telephone number is 472-9887.

GRENADA CENTER

The Grenada Center, which opened with a full schedule of classes for the fall semester of 1985, is a dynamic addition to Holmes Community College. Grenada, situated near picturesque Grenada Lake, lies some ninety miles south of Memphis, Tennessee on Interstate 55, and sixty-five miles north of the home campus. Located fifty miles from the nearest college or university, this center affords opportunities for academic and cultural enrichment and vocational expansion to match the explosive economic and cultural growth of the surrounding area with 8.5 acres of additional space provided by the city for future additions. The attractive modern building houses the center on a 14 acre site.

The center offers a wide range of liberal arts courses that are transferable to four year institutions. Holmes Community College's Associate Degree Nursing program and a Licensed Practical Nursing program are offered at the Grenada Center. Technical programs in Drafting and Design, Forestry, Business and Office, Electronic Technology, Surgical Technology, and Computer Technology, utilizing state-of-the-art equipment, are also offered at the center.

Evening credit and non-credit courses are offered, designed to meet the needs and interests of the area. The center also functions in the community's expansion for in-coming and existing industry by coordinating programs to meet special training requirements. The center further serves as a meeting place for a variety of educational type workshops, seminars, and conferences. The "Forum" with a seating capacity of over seven hundred provides a conference site for numerous groups.

RIDGELAND CAMPUS

The Ridgeland Campus is located approximately four miles north of the city of Jackson and One-half mile north of the Natchez Trace and I-55 interchange. It is comprised of 40 acres at the intersection of West Ridgeland Avenue and Sunnybrook Road in northwest Ridgeland. Located only one-fourth mile east of I-55, the easiest access to the campus is from I-55 at the Ridgeland exit.

Four buildings house the administration, data processing, business office, library, vocational individualized development system (VIDS).

classrooms, laboratories, and shops. The totally new and modern facilities enable the Ridgeland Campus to offer a variety of academic and technical programs on both a full-time and part-time basis. All of the instructional programs are equipped with state-of-the-art equipment.

Technical programs in Drafting and Design, Business and Office, Electronics Technology, and Marketing and Management Technology are offered on the Ridgeland Campus. A large number of evening credit and non-credit courses are offered each semester, and the needs of industry are met through specially designed programs. The academic programs are designed to make available high quality educational programs that are parallel to the first two years of senior college or university work in as many fields as practical at a minimum cost to the student.



ADMISSION REQUIREMENTS

FULL-TIME DAY STUDENTS DEGREE-SEEKING STUDENTS CERTIFICATE-SEEKING STUDENTS

1. A completed application for admission.
2. An official high school transcript showing graduation date or an official GED score report for first-time entering freshmen (Not required of transfer students if the graduation date or GED information is included on official transcript from accredited post-secondary institution).
3. Satisfactory scores on the ACT or SAT for academic and technical majors who are less than 21 years of age and who have not earned a bachelor's degree. ACT/SAT scores may be accepted from official high school or college transcripts for admission purposes.
4. Official transcripts from **ALL** colleges previously attended. Students holding bachelor's degrees or higher may submit only the transcript showing the highest degree; however, for graduation purposes, additional official undergraduate transcripts may be required.

NON-DEGREE-SEEKING STUDENTS NON-CERTIFICATE-SEEKING STUDENTS

(Applies to part-time day, evening, and summer students)

1. A completed application for admission.
2. Officially documented high school graduation date or GED equivalent.

GENERAL ADMISSION POLICIES

High School Preparation. A student must meet one of the following requirements: (1) graduate from a high school accredited by the regional accreditation association, or (2) take the GED test and earn the minimum scores required for a state high school equivalency certificate, or (3) earn nineteen academic units from a high school that meets the accreditation standard listed above. The nineteen units must include at least 9 of the following 10 credits:

4 units of English
2 units of math
2 units of social sciences
2 units of natural sciences

Physical education and other non-academic units will not be counted toward the nineteen units.

A student who has attended high school during a fall semester and who wishes to enter an academic or technical program at the beginning of the spring semester on the basis of having earned 19 acceptable units must also have a letter of recommendation from his/her high school principal supporting this action.

Non-Accredited High School. A student who attended a high school not accredited by the appropriate state or regional accreditation association may petition the Admissions Committee for Special consideration. Factors that may be considered are high school grades, test scores, and intended major at Holmes.

Admissions Committee. A student seeking admission to Holmes Community College through special action of the Admissions Committee must first have an interview with a counselor and/or the Director of Admissions. A second interview may be required in some cases; if so, this would be held with the Admissions Committee.

Place of Residence. Holmes Community College is supported by a nine-county tax district in Central Mississippi and by state appropriations. The primary mission of the college is to serve Mississippi residents. Public Community Colleges in Mississippi do not receive state support for out-of-state students. Out-of-state students (including international students) are not routinely accepted for admission. Students who are not residents of Mississippi, with the exception of those on performance scholarships, must petition the Admissions Committee in writing for consideration for acceptance into HCC. The address is: Office of Admissions & Records, P.O. Box 398, Goodman, MS 39079. In addition to satisfactory completion of admission requirements, out-of-state students petitioning for admission will be evaluated in light of the following factors:

1. Immediate family member is an HCC alumnus
2. Immediate family member lives in this or a surrounding district
3. Student deserves special consideration for test scores, class rank, or other outstanding academic achievements
4. Recommendations by high school counselor or principal based on activities, achievements, services, etc.
5. Graduation from high school in this or surrounding district

Test Scores. As of the October 1989 National Test date, The American College Testing Program (ACT) began using their new Enhanced ACT. The minimum scores required for admissions, scholarships, course placements, etc., have been revised. ACT scores earned from October 28, 1989, shall be equated to previous scores by using ACT guidelines. The following chart represents some of the most frequent uses of ACT scores and their new requirements.

	Before Oct. 28, 1989	From Oct. 28, 1989
Admission to HCC	10	14
Computer Technology	12	16
Associate Degree Nursing	15	18
Early Enrollment	20	21
President's Scholarship	18	20
Board of Trustees' Scholarship	27	28

Holmes Community College will accept an SAT score of 700 or higher as a substitute for the ACT for the purposes of general admission only. The President's and Board of Trustees' Scholarships will not be awarded on the basis of SAT scores. They will continue to require an ACT test score. A high school senior may substitute an SAT score of 850 or higher for the ACT to qualify for the Early Enrollment Program for Advanced High School Seniors.

A student who has successfully completed one semester (passed 12 semester hours and earned 24 quality points) at a regionally accredited institution shall be admitted in regular standing without regard to ACT/SAT scores.

Probationary Admission. Exceptions may be made for a limited number of students with demonstrated academic potential, but who do not meet the admission standards. The number of students admitted under the exception clause will not exceed 5% of the total number of entering freshmen the preceding year. Students may enter under the exception clause only by special action and permission of the Admissions Committee. A student with an Enhanced ACT score of less than 14 (admitted under the 5% exception clause) who wishes to enroll in an academic or technical curriculum shall be admitted on probation. He will be required to earn a quality point average of at least 1.50 his first semester of full-time attendance. Failure to meet this minimum requirement shall result in the student's suspension for one semester.

An academic or technical student with an Enhanced ACT score of 13 or below is required to enroll in the Academic Foundations core his first semester. This curriculum consists of:

Developmental English I	.3 hrs.
Math course based on placement test and student's major	.3 hrs.
Reading course based on placement test	.3 hrs.
Orientation	.1 hr.
One course in student's major selected with advisor's approval	.3 or 4 hrs.
Electives (band, choir, p.e., varsity sports)	.1 or 2 hrs.
Total	13 to 16 hrs.

Foreign Students. Holmes Community College does not generally admit any international student requiring INS documentation. An applicant whose native language is not English is required to submit a score of at least 500 on the Test of English As A Foreign Language (TOEFL), or must have previous credit in English Composition I and II, or must demonstrate proficiency in the English language through an interview with an Admissions Counselor. Information regarding the TOEFL may be obtained by writing to: TOEFL, Educational Testing Services, Princeton, New Jersey, 08540.

SPECIALIZED ADMISSION POLICIES

VOCATIONAL LICENSED PRACTICAL NURSING ADMISSION POLICY

Admission requirements to be met **before** a student enters training are:

1. The applicant shall be at least **18 years** of age.
2. The applicant must have a high school diploma or a GED certificate and provide official transcripts from all schools/colleges previously attended.
3. Applicants must have a minimum composite score of 12 on the ACT if taken prior to October 1989 and minimum composite score of 16 if taken in October 1989 or after.
4. Test scores and records will be reviewed, and qualified applicants will be notified to report for an interview with the Admissions Committee. The Admissions Committee will use a standardized interview evaluation form. After the interview process, the Admissions Committee will recommend applicants for selection.
5. After notification of acceptance, the student will be required to have a physical examination completed prior to the starting date of the class. A standardized examination form shall be provided to each accepted student.
6. Some practical nursing programs are funded by JOB TRAINING PARTNERSHIP ACT (JTPA). In addition to meeting the above requirements, students selected for these programs must meet JTPA eligibility criteria as determined by the Mississippi Employment Security Commission or JTPA certifying agency.

Licensed Practical Nursing program applications may be requested from the campus nearest you: Goodman, Ridgeland, or Grenada.

ASSOCIATE DEGREE NURSING ADMISSION POLICY

The associate degree nursing program is a two-year program designed to provide educational opportunities to qualified students for a career in nursing. The program responds to the expanding health care needs of the community. The curriculum includes a balance of general education, nursing theory, and laboratory/clinical experience.

Graduates receive an Associate of Applied Science degree (AAS). Graduates that meet the requirements of the State Board of Nursing are eligible to write the National Council Licensure Examination for Registered Nurses. The associate degree nursing program is accredited by the Board of Trustees of State Institutions of Higher Learning of Mississippi and the National League for Nursing.

The Holmes Community College Associate Degree Nursing program accepts one class each year, beginning in the Fall semester. Students who are accepted but who have not had Anatomy and Physiology I and II must take and successfully pass these courses in the Summer session before beginning nursing classes in the Fall.

Nursing students must meet the same general admission requirements as those required for all applicants to Holmes Community College. In addition they must meet the requirement outlined below:

In accordance with the Board of Trustees of State Institutions of Higher Learning's Associate Degree Nursing admission criteria, a student must have an ACT composite score of 15 if taken before October, 1989, or 18 if taken in October, 1989, or after. Students with less than the required ACT composite score must have completed a minimum of 12 semester hours with a 2.0 quality point average before being admitted. They must have made at least a grade of C on Anatomy and Physiology courses, which are included in the above 12 semester hours. Each school is permitted an allowance of 10 percent of the previous fall's nursing program admissions for high risk students who do not meet the criteria.

The applicant must have the following information in the ADN Director's office by April 15th.

1. Holmes Community College Application
2. School of Nursing Application
3. ACT Score
4. Transcripts from **ALL** colleges previously attended
5. High School Transcript or GED score
6. Nursing Aptitude Test Score
7. Evidence of current licensure as a practical nurse if applicable

The number of students admitted is based on the number of nursing faculty. Standards for Accreditation of Schools of Nursing for the State of Mississippi require that total enrollment be limited to a maximum of fifteen students for each full-time or equivalent qualified nursing faculty member and that the student-faculty ratio in the clinical area be no more than ten to one. The selection of those to be admitted is done using the Weighted Scale ADN Admission Policy.

All applicants are ranked and are offered positions according to their score. If the school receives funds designated for students who must also meet additional criteria, (i.e. financial need or agreement to work in a rural area of Mississippi after graduation) then these positions are available to those who qualify for them. Preference is still given, however, according to their position on the point system.

Weighted Scale ADN Admission Policy

Enrollment in the ADN Program is limited; therefore, the selection of applicants is done on a point system. The freshman class is selected during the spring semester, prior to fall admission based on data as of January 1.

Selection is academically competitive based on the following categories: ACT, and Nelson-Denny reading tests, plus college hours and college Q.P.A. from a regionally accredited school. Additional consideration is given to LPN's, to individuals with 5 years or longer out of high school, and to those who have completed an associate degree or higher in another field since statistics demonstrate these variables to be indicators of success.

If two people have the same score, preference will be given according to their rating on the ACT; or, these being equal, the pre-nursing entrance test. If these scores are the same, the one with the highest Q.P.A. will be accepted.

Anytime after the beginning of the spring semester, applications for the following year will be accepted. All material must be in by April 15. Those applicants with the highest scores will be accepted and will be notified by May 1.

Notification of acceptance in the nursing program must come from the Director of the program - not the Admissions Office.

An applicant must be in generally good health. Upon admission, satisfactory reports from a family physician will be required, as well as currently recommended immunizations.

A letter of acceptance to the nursing program will be sent to each applicant selected for each class. It is required that an applicant confirm his intention to attend nursing classes for the year designated. Failure to notify the Associate Degree Nursing Department Director within ten working days indicates that the applicant no longer wishes to enter the program.

In addition to regular college fees, an associate degree student will incur expenses for such items as uniforms, textbooks, supplies, insurance, and the expense of travel to some clinical sites.

The ADN Program provides for Advanced Placement in the program for LPN's and other health-care professionals. The details are on page 114.

SURGICAL TECHNOLOGY ADMISSION POLICY

1. A completed application for admission.
2. The applicant shall be at least 18 years of age.
3. The applicant must be a high school graduate or have a GED equivalency certificate and provide an official transcript from the high school or GED office.
4. The applicant must have a minimum ACT score of 12 if taken before October 28, 1989, or 16 if taken after October 28, 1989.

NOTE! This program is taught only at the Grenada Center.

Admission requirements for all students must be met within 4 weeks of the end of registration.

TRANSFER STUDENTS

A transfer student is defined as one who has hours attempted on his permanent record at another institution. A transfer student who plans to graduate from Holmes Community College must have an official transcript sent from each post-secondary institution previously attended. A student who is on disciplinary probation or suspension must petition the Admissions Committee for a special hearing.



EARLY ENROLLMENT PROGRAM FOR ADVANCED HIGH SCHOOL SENIORS

PURPOSE

The purpose of this program is to provide the opportunity for advanced high school seniors to earn college credit prior to graduation from high school.

Holmes Community College does not wish to encourage students to participate in this program if it conflicts with their high school activities. Therefore, students in this category will be considered for admission only when this program has the explicit endorsement of the high school principal.

ADMISSIONS REQUIREMENTS AND PROCEDURES

1. The student must have earned fifteen units from an accredited high school. Physical education and other non-academic units will not be counted toward the fifteen units. The student must have an overall "B" average on the fifteen units. The student shall request that the high school principal send an official copy of his high school transcript to the Director of Admissions and Records at Holmes Community College at least 10 days before the beginning of the enrollment period.

2. A minimum composite score of 21 on the Enhanced ACT and a minimum of 21 on each subtest area in which the student wishes to take coursework is required.

3. The principal of the high school must complete a recommendation form supporting the student's enrollment in the program. The recommendation should verify that the student is academically advanced and has the maturity and self-discipline required to benefit from this type of program. This recommendation may be in the form of a list of all participating students and should be included with the high school transcripts.

4. Full credit will be granted but will be reserved until the student either graduated from high school or is admitted to college as a full-time student.

STUDENT TUITION AND TEXTBOOKS

The student is responsible for paying his own fees and purchasing textbooks.

STUDENT POLICIES AND REGULATIONS

The student is expected to become familiar with the college catalog and student handbook and to abide by all applicable rules.

ENROLLMENT LIMITS

The student is limited to one course per summer term and two courses per full summer session (day and/or evening in any combination). The student is limited to one course during the fall semester and one course during the spring semester.

APPLICATION PROCEDURE

A student applying for this program must (1) submit an application for admission in person to, and (2) have an interview with, the counselor at the campus where the course will be taken. This should be done at least two weeks prior to registration.



ACADEMIC POLICIES AND REGULATIONS

ORIENTATION AND REGISTRATION

A first-time student must attend the scheduled orientation sessions. These will provide information about Holmes Community College, its rules and regulations, types of organizations, clubs, etc. Also, college life in general will be previewed.

The following steps must be completed to be enrolled.

1. Take math/reading/English placement tests.
2. Have I.D. picture taken, if enrolling as a full-time student.
3. Have picture made for the school annual, if enrolling as a full-time student.
4. Have schedule of classes approved.
5. Pay entrance fees in the Business Office.

If any of the steps are incomplete, the registration of the student is incomplete and may result in his not being accepted as a student at Holmes Community College.

PROBATION AND SUSPENSION

Academic and technical students admitted under the 5% exception clause with Enhanced ACT scores of 13 or below will be admitted to Holmes Community College on probation. An academic or technical student will be scheduled into the Academic Foundations Core, under which he will be required to maintain a Q.P.A. of at least 1.50. This student must repeat any developmental courses he does not pass. Students failing to meet minimum standards of progress at the end of their first semester will not be eligible to return to Holmes until they have remained out of school for at least one semester.

Any student admitted unconditionally to Holmes Community College must meet minimum standards of progress to remain in good academic standing. This means that a student must maintain a Q.P.A. of at least 1.50 each semester. A student who does not meet this standard enters his next semester at Holmes on "earned" academic probation. Students who fail to meet the minimum standard for two consecutive semesters will not be eligible to return to Holmes Community College until they have remained out of school for at least one semester.

Any student failing 12 or more hours in one semester will be suspended and ineligible to enroll the following semester. A student on "earned" academic probation will not receive an excused absence for any classes missed for "school business" trips.

CREDIT FOR NON-CLASSROOM EXPERIENCES **(Includes AP, CLEP, Correspondence Courses, Military Service)**

Holmes Community College (HCC) will accept credit earned through national examination programs, correspondence courses, and military service subject to the following requirements and limitations:

GENERAL

A. A student must enroll in HCC and earn a minimum of 16 semester hours of credit through regular classroom attendance before non-classroom credit will be recorded on his permanent record.

B. Credit is awarded only in areas which fall within the regular curricular offerings of HCC - i.e. HCC teaches an equivalent course - and must be appropriately related to the student's current educational goals.

C. Credit for non-classroom experiences will be evaluated using the same criteria as transfer work from other colleges. It requires the approval of the department chairman and District Academic Coordinator. This credit cannot duplicate either credit already awarded or remaining courses planned for the student's academic program.

D. The maximum amount of credit for all non-classroom experiences which may be applied toward an associate degree from HCC is 30 semester hours.

PROGRAMS

ADVANCED PLACEMENT PROGRAM (AP)

Requirements - Standard score of 3 or higher. **Credit** awarded ranges from 3 to 8 semester hours. **Limitations** - The total amount of credit earned through AP exams is limited to 24 semester hours. Students with AP scores of 3 or higher should contact the District Academic Coordinator, Goodman Campus, for the latest policy statement.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Requirements for General Examinations - English Composition - minimum scaled score of 390; Humanities, Mathematics, Natural Sciences, and Social Sciences, History - minimum scaled score of 500. **Requirements** for selected subject examinations - minimum scaled score of 50. **Credit** awarded ranges from 3 to 8 semester hours per test. **Limitations** - The total amount of credit earned through CLEP general exams and/or subject exams in any combination is twenty-four (24) semester hours. Prior to registering for a CLEP exam, the student should contact the District Coordinator of Student Services, Goodman Campus, for the latest policy statement.

CORRESPONDENCE COURSES

HCC does not teach correspondence courses but will accept correspondence credit from regionally accredited universities. **Limitations** - the total amount of credit earned from correspondence courses which may be applied toward an associate degree at Holmes is 12 semester hours. Only "lecture" courses will be accepted - courses described in the HCC bulletin as having a laboratory, clinical, or shop component will not be accepted. Prior to registration for a correspondence course for which a student wishes to receive HCC credit, the student must get the written approval of the District Academic Coordinator, Goodman Campus.

MILITARY SERVICE

HCC will award credit for military experiences toward a degree or certificate according to the American Council on Education recommendations. **Limitations** - the maximum amount of credit awarded for military experiences is 16 semester hours. Students with military experience who wish to apply this credit toward a HCC degree or certificate should request an official evaluation by the District Academic Coordinator on the Goodman Campus prior to enrolling, if possible, and no later than the end of their first semester of attendance.

ABSENCES

Academic, Technical, and Vocational Absences. Registration for a section of a course makes the student responsible for attending that class until the course is completed unless an official withdrawal is completed. The college reserves the right to sever its relationship with any student who is excessively absent. Absences are considered to be excessive when they exceed the number of times the course meets in two weeks. If a student incurs excessive absences in a class, his record will be reviewed by an Absence Sub Committee. Unless there are extenuating circumstances such as extended illness combined with no unexcused absences, the student will be administratively withdrawn from the class. The student may appeal to the full Absence Committee if he is not satisfied with the ruling of the sub-committee. The student must request in writing that a meeting be called to hear his appeal.

The student is responsible for all class work missed during absences, including school business absences. Additional make-up work for unexcused absences may be assigned at the discretion of the teacher. Should a student miss a scheduled test (one that has been scheduled at least two class meetings prior to giving the test), the teacher may elect to give the student an "F" on the test, or assign additional makeup work if the absence is unexcused.

A record of absences is to be kept in the teacher's grade book and turned in to the Records Office on grade sheets at the end of nine weeks.

and at the end of the semester. The semester grade sheet will include the absences incurred during the first nine weeks. This report will consist of the number of absences, not the actual dates. These are for record keeping purposes and will not show on the student's transcript.

Academic and Technical Excused Absences. Sickness off campus should be substantiated with: (1) a doctor's statement when attended by a doctor or dentist. (2) a statement from parents for absence of one or two-day duration when the absence is due to illness of a student or to a death in the family.

In cases of an absence due to personal business, any documentation such as receipts, court summons, military orders, etc., should be retained by the student. All excuses for absences should be presented to the instructors, then brought to the Chief Academic Officer to be placed in student's file. The Chief Academic Officer at each location issues school business excuses for students who represent the school at approved activities; such as, athletic events, club meetings, and field trips. School business excuses do not count toward the "cut-out" number in a class.

Academic and Technical Tardies. Students should realize that tardiness causes a delay and disruption of a class. When a student is tardy to a class, he must remain after class and inform the teacher he was tardy, not absent. Failure to do this may result in his being reported absent. This will be impossible to correct at a later date. Each teacher has complete authority to decide if a tardy should count as an absence.

Vocational-Technical Absences. Instructors shall record absences daily in their grade books and report absences to the counselor's office once when the student has missed three complete days and again when the student has missed five complete days.

The school day is divided into two parts - morning and afternoon. A student who is absent in one part will be counted absent for one-half day. Any two one-half day absences will constitute one complete day's absence. When a student is absent three complete days, he will be sent a warning letter. Notification will be made in writing to the student with copies being sent to those deemed necessary. If a student incurs excessive absences in class, his record will be reviewed by an Absence Sub-Committee. Unless there are extenuating circumstances, when a student is absent five complete days, he will be withdrawn from class with a grade of W, WP, or WF; and he will be notified of his withdrawal. The student has the right to appeal this withdrawal by submitting a written request, in person, to the Vo-Tech Director within two days after receipt notification. The student may continue attending class until the appeal is heard. It is the responsibility of the

student to request an appeal. The decision of the Absence Committee is final. There is no other appeal.

Vocational Tardies. A student arriving late for class is considered tardy. Two tardies will constitute one-half day's absence. Anyone tardy must notify the instructor that he is tardy and not absent. Anyone reporting to class more than thirty minutes late will be counted as absent for that half day.

CHANGES IN CLASS SCHEDULE

Changes in a student's class schedule, including those initiated for a department's convenience, must first be approved by the appropriate administrative office for each campus/center.

CLASS STANDING

A student's classification is determined by the amount of work completed, as follows:

Freshman	0-23 semester hours
Sophomore	24 and above semester hours

EXAMINATIONS

Regularly Scheduled Examinations. The regular examinations scheduled at the end of each semester are given at 8:00, 10:15 and 1:15. The complete schedule of examinations is announced during the semester.

Business Office Debts. Students' accounts must be paid in full before their transcripts will be released and before they can register for the next term.

Eligibility. No student is eligible to take an examination unless he is free from all arrearages in fees, such as laboratory or library fees, or fines.

Standards of Honesty. Although there is no general organized honor system governing the conduct of students during examinations and tests, the work of the college is conducted on a basis of common honesty. Deviations from this standard are to be reported by the supervising instructor to the Dean.

Presence during Examination. If a student is present at all during the examination, he shall be regarded as having attended the examination, and will be so reported by the examiner.

Absence during Examination. Absence from the room during the course of the examination, without the consent of the examiner, shall invalidate the examination.

CREDIT AND GRADES

The Semester Hour. A semester hour is defined as the unit of credit value of work involved in attendance upon lectures or recitations for one class hour a week for one semester, or upon laboratory work varying from two to four hours a week for one semester.

Grade Symbols. A final grade is the instructor's evaluation of the student's work and achievement throughout a semester's attendance in a course. Factors upon which the final grade may be based are attendance, recitation, written and oral quizzes, reports, papers, final examination, and other class activities. The evaluation will be expressed according to the following letter system:

A	93-100	Excellent
B	85-92	Good
C	75-84	Average
D	68-74	Poor
F	Below 68	Unsatisfactory
I		Incomplete
AU		Audit
W		Withdrew
WP		Withdrew Passing
WF		Withdrew Failing
P		Pass
S		Satisfactory

Quality Points. The value of each grade in quality points is as follows: A, 4; B, 3; C, 2; D, 1; F, 0.

C Average. A "C" average is defined as having earned an average of two (2) quality points per semester hour attempted.

F Grade. The grade of "F" is recorded (1) if the student has failed on the combined evaluation of his work through the semester and his final examination; or (2) if the student attends the examination without submitting a paper or fails to appear for the examination and presents no acceptable reason for his absence.

I Grade. An incomplete grade may be assigned a student if, upon completion of a grading period, some unavoidable circumstance has kept him from meeting some requirements of the course. An incomplete grade is not allowed on the basis of course deficiencies not caused by an unavoidable circumstance. If an incomplete is not removed within the two weeks following the grading period (excluding

Christmas Holidays), the grade automatically becomes an "F". This applied to both mid-semester and semester grades.

W Grade. The mark "W" is recorded if the student officially withdraws after registration but before mid-semester. No mark is recorded for a withdrawal made before the end of registration.

WP and WF. A mark of "WP" or "WF" is recorded if the student officially withdraws after mid-semester but before the scheduled time for the final examination. "WF" grades are figures as "F's" in computing quality point averages.

Auditing A Course. A student may audit a course by scheduling the course as an "audit" at the time of registration. No credit, grade, or quality points are granted for an audited course. An audited course is counted at full value in computing the student's load for fee purposes. A student may in succeeding semesters take for credit any course previously audited. An audited course will be reflected on the student's permanent record as "AU".

A student who is auditing a course is required to attend class on the same basis as regular students with the exception of the final examination. A grade of "W" will be assigned if a student drops an "audit" course or is withdrawn because of excessive absences.

Audit students may be required, at the discretion of the instructor, to do homework assignments and participate in all classroom and/or laboratory activities with the exception of the final examination.

The college does not receive state funding for audit students. Therefore, the college reserves the right to restrict audit enrollments in a course that has limited class size because of equipment or space.

The deadline for changing from "audit" to "credit" will be the last day to register and add classes for an enrollment period. The deadline for changing from "credit" to "audit" will be the last day to withdraw without receiving a grade. A student who wishes to change from "audit" to "credit" or vice versa must go to the office in charge of schedule changes prior to the deadline. The regular fee for schedule changes will be charged.

TRANSFER CREDITS

Only credits transferred from an institute which is accredited by The Southern Association of Colleges and Schools (or other regional accreditation association) will be accepted by Holmes Community College. The cumulative totals of hours attempted, hours passed, and quality point average will be reproduced on the permanent record of

Holmes Community College for students with less than a bachelor's degree.

The college recognizes that many transfer students will not be seeking a degree or certificate from Holmes Community College. Therefore, transfer credit is evaluated only when a student declares himself a candidate for a degree or certificate and requests an official evaluation from the District Academic Coordinator. This should be done prior to enrollment, if possible, and no later than the end of the first enrollment period.

A student who has attended a non-accredited institution may validate up to twenty-four (24) semester hours of credit through the College Level Examination Program (CLEP).

In the case of students receiving VA benefits, enrollment certificates submitted to the Veterans Administration will reflect proper credit for previous education and training.

To meet the graduation requirements for an associate degree, transfer students must have a cumulative quality point average of 2.00 ("C" average) on all hours attempted as well as a "C" average on work attempted at Holmes Community College. For the purposes of the overall computation, only the transcripts from colleges accredited by SACS (or an equivalent regional accrediting association) will be used. Hours and quality points from colleges not accredited by SACS (or an equivalent regional accrediting association) will be disregarded since this credit will not apply toward the degree.

INSTITUTIONAL CREDIT

Holmes Community College offers a small number of courses which are of a "remedial" or "self-enrichment" nature. These courses earn "institutional" credit. Institutional credit will apply toward a Certificate of Graduation only and is not designed to transfer. **Credit in developmental English will NOT satisfy the English requirement for any degrees or certificates.** Courses for which institutional credit is awarded will have a "O" in the course number.

COURSE REPEATS

If two or more final grades are recorded for the same course, all grades received in that course (not including W and WP) will be used in the computation of the grade point average. The hours earned in a course which has been passed and then repeated will be stricken and the course will be noted as repeated on the student's permanent record. It is the student's responsibility to request that a repeat card be filled out when he registers if he is repeating a course.

GRADE REPORTS

A report of the student's work is made at midterm and at the end of the semester. Students who desire a copy of these grades should make a request to the Records Office. A charge of one dollar will be made for each copy.

STUDENT LOAD

The normal load for a student is sixteen semester hours. The minimum load for a full-time student is twelve semester hours. A student is allowed to take more than sixteen hours per semester when his normal schedule would call for this or when he has maintained an average of **B** or better. **No** student may take more than twenty-one hours in any one semester.

WITHDRAWAL FROM SCHOOL

A student who finds it necessary to withdraw from school for any reason must secure a withdrawal form from a Counselor's office and have the form signed by the designated school officials. If a student is unable to withdraw in person, he should notify the appropriate administrative office and request a withdrawal form be initiated and completed. Failure to officially withdraw may result in WF's in all classes.

DEGREES AND CERTIFICATES

Holmes Community College awards the following degrees and certificates: Associate of Arts degree (AA), Associate of Applied Science degree (AAS), Certificate of Graduation, one-year technical certificates, and one-year vocational certificates.

REQUIREMENTS FOR THE ASSOCIATE OF ARTS DEGREE (AA)

This degree is awarded to university transfer majors.

1. General Education Core:

ENG 1113 & 1123 - English Composition I & II

MAT 1313 - College Algebra

SPT 1113 - Oral Communication

Natural Sciences with labs - Two courses - 6 to 8 hours credit

Humanities - One course

Social Studies/Behavioral Sciences - One course

Fine Arts, Humanities, or Soc. Studies/Behav. Sci. - One course

CSC 1113 - Computer Concepts or Equivalent

TOTAL 30 - 32 hours

2. Sixty-four semester hours (excluding developmental/remedial hours)

3. A 2.00 cumulative quality point average (see TRANSFER CREDITS)

4. **A 2.00 quality point average on Holmes Community College credits**
5. **Additional requirements for music majors are stated on page 108-110**

NOTE! Effective for students entering fall semester, 1996. Students who earned credit at HCC before this date have until May, 1999, to complete a degree under the General Education Core in effect at the time of their entrance provided they are in continuous enrollment.

REQUIREMENTS FOR THE ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)

This degree is awarded to Technical majors (including Associate Degree Nursing) and is not designed to transfer.

1. General Education Core:

ENG 1113 - English Composition I

*MAT 1313 - College Algebra or Natural Science & Math course

SPT 1113 - Oral Communication

Social Studies/Behavioral Sciences - One course

Humanities/Fine Arts Elective - One course

BOT 1133 - Microcomputer Applications or Equivalent

TOTAL 18 - 23 hours

*Associate degree nursing students are not required to take MAT 1313 or BOT 1133. Computational skills and basic computer usage are included in the associate degree nursing curriculum.

2. **Complete the prescribed set of courses for a major or have a substitute approved by a faculty advisor, campus vo-tech director, and the district coordinator.**
3. **Sixty-four semester hours** (excluding developmental/remedial hours)
4. **A 2.00 cumulative quality point average** (see TRANSFER CREDITS)
5. **A 2.00 quality point average on Holmes Community College credits**

NOTE! Effective for students entering fall semester, 1996. Students who earned credit at HCC before this date have until May, 1999, to complete a degree under the General Education Core in effect at the time of their entrance provided they are in continuous enrollment.

REQUIREMENTS FOR THE CERTIFICATE OF GRADUATION

This certificate is awarded to university transfer or technical majors who lack one or more requirements for the AA or AAS degree.

1. General Education Core:
ENG 1113 & 1123 - English Composition I & II
2. Sixty-four semester hours

REQUIREMENTS FOR THE ONE-YEAR TECHNICAL CERTIFICATE

This is a special Business Technology certificate awarded to students who complete a one-year program in Office Assistant or Computer Operations.

1. Complete the prescribed set of courses or have a substitute approved by a faculty advisor, campus vo-tech director, and the district coordinator.
2. A 2.00 quality point average on the prescribed set of courses

REQUIREMENTS FOR TWO-YEAR TECHNICAL CERTIFICATES

This is a certificate awarded for completion of two years of prescribed coursework for non-degree seeking students. Students receive semester hours credit.

1. Complete the prescribed set of courses or approved substitutes.
2. A 2.00 quality point average is required to be eligible for the certificate.

NOTE! This certificate is awarded to completers in Auto Body Technology, Automotive Mechanics Technology, Machine Tool Operation/Machine Shop Technology, and Heating, Air-Conditioning, and Refrigeration Technology only.

REQUIREMENTS FOR VOCATIONAL CERTIFICATES

This is a certificate awarded for completion of the Cosmetology, Welding, or Practical Nursing Program. The programs vary in length but are normally considered to be one year. Students receive semester hour credit, but it is considered "nondegree" credit and will not apply toward an AA or AAS degree.

1. Complete the prescribed set of courses and clock-hours
2. A 2.00 quality point average on the prescribed set of courses

APPLYING FOR GRADUATION

All candidates for graduation must file their applications for a diploma with the Records Office. December graduates must file during the first two weeks of October; and any student graduating in May must file during the first two weeks of February. Graduation fees (\$30.00 for May, \$15.00 for December) must be paid at these times.

A candidate shall not be eligible to receive a one-year technical certificate and an AAS degree at the same graduation.

Residency. Sixteen semester hours of credit, or 25% of the degree requirements, (whichever is greater), must be earned through regular classroom attendance in order to receive an associate degree or a vocational certificate awarded for completion of a one- or two-year program. Credit awarded for CLEP, AP, correspondence courses, or military service will not count toward meeting the residency requirements.

GRADE RECOGNITION AND HONORS

A. GRADE RECOGNITION

1. Academic and technical students with exemplary quality point averages are recognized at the end of each mid-semester and at the end of the fall and spring semesters by being named to the President's or Dean's list. To be eligible for such recognition a student must be enrolled in at least twelve semester hours. Enrollment in one or more developmental courses disqualifies the student from either list for that grading period.

PRESIDENT'S LIST: Those students who have a quality point average of 3.7 to 4.0

DEAN'S LIST: Those students who have a quality point average of 3.4 to 3.69.

2. Full-time vocational students with quality point averages of 3.5 to 4.0 will be placed on a Vocational Honors List.

B. GRADUATION HONORS

1. Rank in class:

In order to receive class ranking, a student must be receiving an AA or AAS degree, must participate in the May graduation ceremony, and must have at least a 3.0 cumulative quality point average. The student(s) with the highest QPA (excluding developmental courses and Math 1213, 1233) will be recognized as Valedictorian, while the student(s) with the next highest QPA will be the Salutatorian. To be eligible for Valedictory or Salutatory honors, a student must have completed at least two semesters at Holmes Community College on a full-time basis.

2. Honors and highest honors:

Students participating in the May graduation ceremony and receiving either an AA or an AAS degree are eligible to receive special recognition based on their cumulative quality point averages. These honors will be:

- a. Highest honors - for those students QPA's of 3.7 to 4.0
- b. Honors - for those students with QPA's of 3.4 to 3.69

REVERSE TRANSFER GRADUATION

Former students may transfer work back to Holmes Community College to complete degree requirements subject to the following requirements and limitations:

1. The maximum amount of work that may be transferred back shall be 11 semester hours.
2. The student must complete the degree requirements and request the degree within one year after his last date of attendance at Holmes Community College.
3. The student's last semester of full time attendance prior to completing the degree requirements must have been at Holmes Community College.

EARNING A SECOND DEGREE FROM HOLMES

A student who has received a *Certificate of Graduation* may earn an AA or AAS degree by completing the degree requirements.

A student who has received an AAS degree may earn an AA degree or a second AAS in a different curriculum by completing the degree requirements and earning a minimum of 15 semester hours of additional credit.

A student who has received an AA degree may earn an AAS degree by completing the degree requirements and earning a minimum of 15 semester hours of additional credit. A student may not earn a second AA degree.

A student who wishes to earn a second degree should request a transcript evaluation by the Academic Dean Prior to enrolling for courses.

A student who earns a second degree will not be required to participate in the graduation ceremony, but may do so if he chooses.

STUDENT RECORDS

The Office of Admissions and Records prepares and maintains a permanent scholastic record for each student. These records are treated with due regard to the personal nature of the information they contain. The records are the property of the college; however, the Director of Admissions and Records will honor a student's written request that his official academic record not be released or information contained in his record not be disclosed. Unless there is a written request to the contrary, the following information will be made available to parents, spouses, prospective employers, government security agencies, previous schools attended, campus organizations which require minimum scholastic averages for memberships and organizations awarding financial assistance (grants scholarships, and loans):

name, date, place of birth, address, dates of attendance, and major field of study. Transcripts are released only at the written request of the student at a cost of \$2.00 per transcript.

STUDENT COMPLAINT PROCEDURE

Holmes Community College has an administrative procedure in place which is designed to receive, investigate, and resolve student complaints, whether academic or nonacademic. Any student who wishes to make a formal complaint regarding a college program, a service of the college, an employee of the college, or any other individual or aspect of the college, must take the following steps.

1. Discuss the problem with the faculty member, staff member, or administrator involved and/or use existing appeals committees where available prior to initiating formal complaint procedures under this policy. Students who fail to use existing appeals committees will forfeit their right to future due process. If informal efforts are not productive or appropriate in resolving the complaint, **the student proceeds to steps 2 and 3.**
2. Contact Wirt Hayes, Goodman Campus; Becky Pugh, Ridgeland Campus; or Joe Fondren, Grenada Center; as appropriate.
3. Express the nature of the complaint and pertinent information in **writing to the appropriate person.**

The college representative receiving the complaint will either handle the complaint personally or will refer it to the appropriate person for disposition. A response will be made to the student within 15 working days. Students who are not satisfied with the resolution of the investigating officer shall have the right to appeal to a grievance committee. The grievance committee will be appointed by the CEO at each campus and will consist of two administrators and two faculty not directly involved in the alleged problem, as well as two students and the original investigating official. The decision of the grievance committee is **considered final.**

No adverse action will be taken against a student for filing a complaint.

EXPENSES

	Mississippi Students Each Semester	
General Fees for Full-time Students	Commuting	Dormitory
*Entrance Fee (Matriculation/Tuition)	\$527	\$530
**Room Rent (Due at registration/Non-ref)		250
***Board Meals (One-third due at registration)		535
TOTALS	\$527	\$1315

DEFERRED PAYMENT SCHEDULE FOR DORMITORY STUDENTS

First Payment:	\$959 (Entrance Fee, Room Fee, 1/3 Board)
Second Payment:	178 (1/3 Board)
Third Payment:	178 (1/3 Board)
Total per semester:	\$1315

	Fall Semester, 1997	Spring Semester, 1998
First Payment:	August 13, 1997	January 5, 1998
Second Payment:	September 29, 1997	February 23, 1998
Third Payment:	November 10, 1997	April 6, 1998

Out-of-State Student Fee (Due each semester/Non-ref)	\$600
Foreign Student Service Fee (One-time fee)	100
Graduation Fee	30
Adding a Course	5
****Room Processing/Reservation Fee (Non-Refundable)	20
****Room Key/Damage Fee (Refundable less damage)	30
SEMESTER HOUR FEE FOR PART-TIME/SUMMER SCHOOL STUDENTS	\$50

*Due at Registration

**Five-day week

***Monday morning through Friday noon

****This fee is mandatory for ALL dormitory students and must be paid directly to the Dean of Student Services in McDaniel Hall **PRIOR TO DORMITORY OCCUPANCY.**

Students are not required to pay special fees for laboratory courses. The entrance fee pays for the school paper, the I.D. card, a post office box for each student, a parking permit, and the student activities fee.

An I.D. card is issued to each full-time student as a step in his registration procedure. This card serves the student in many ways and should be in his possession at all times. The I.D. card:

1. Admits the student to all regularly scheduled athletic events held on the Holmes campus.

2. Admits the student to the student union building.
3. Admits the student to the library.
4. Serves as identification at the Campus Bookstore, the Security Office, the Business Office, and Student Elections.

CHANGING STATUS FROM FULL-TIME TO PART-TIME

A student who enrolls on a full-time basis for a fall or spring semester and drops to part-time status before the last day of registration will have his fees adjusted to the part-time student rate. There will be no adjustments made for dropping to part-time status after the last day of registration.

SPECIAL PLAN FOR SENIOR CITIZENS

Under a plan adopted by the Board of Trustees, persons sixty-five or retired persons over sixty-two may enroll for any class taught by the college as space permits without paying any fee except for equipment necessary for some vocational-technical classes.

SPECIAL TOOLS AND/OR EQUIPMENT ARE REQUIRED FOR THE FOLLOWING VOCATIONAL AND TECHNICAL PROGRAMS:

Automotive Mechanics
Collision Repair Technology
Cosmetology
Drafting and Design
Electronics
Machine Shop
Heating, Air Conditioning and Refrigeration
Welding
Truck Driver Training

Students should check with their instructor prior to purchasing books, tools, and supplies. Prices are subject to change.

REFUND POLICY

- a. A portion of the entrance fee (Fall semester — \$125, Spring semester — \$100) is for matriculation and is non-refundable. In addition to the matriculation fee, each student pays a non-refundable activities fee of \$5.00 for a dorm student and \$2.00 for a commuting student. The remainder of the entrance fee is refundable as follows:

One week or less	90 per cent
Less than two weeks	75 per cent
Less than three weeks	50 per cent
Less than four weeks	25 per cent
Four or more weeks	0 per cent

- b. Room rent of \$250.00 per semester is non-refundable.

- c. Board is refunded on the basis of weeks left in a semester after the week in which the withdrawal occurs. The date of withdrawal shall be the date of signing of the official withdrawal sheet by the business office. No reduction is made for absences of less than **two continuous weeks (holidays excluded)**.
- d. Refund policy for veterans provides that a refund will be made upon application on a pro rata basis to an eligible person (service man or active duty, veteran, or war orphan) in receipt of educational benefits pursuing courses of instruction on a vocational clock hour basis from the Veterans Administration under existing published laws.



STUDENT SERVICES

COUNSELING AND ADVISEMENT

The Guidance Department provides academic, social, personal, and vocational counseling for students in an effort to help with personal adjustment, establishing values, determining interests, and choosing vocational and career objectives. Counselors assist the student to formulate and clarify goals and evaluate intelligently his/her own abilities, personality traits, and openness to the experiences he/she is undergoing in an academic community. The student is encouraged at all times to seek counsel, not only in the face of specific problems but also to discuss ways of constantly improving the skills required for effective living.

FACULTY ADVISORS

Each student is assigned a faculty advisor for assistance in planning a program of study. Advisors also assist students in scheduling and are available for general information. A professional counseling staff is also available to assist students with academic, personal and social problems.

NEW BEGINNINGS PROGRAM

The purpose of the New Beginnings Program is to recruit, motivate, reassure, and retain non-traditional students while they are gaining a technical or a college education. Support group activities are an integral part of the program. These activities include academic, personal, social, and career counseling. A Career Interest Inventory is provided for students who are unsure about their current interests or career goal(s). The New Beginnings Program is designed to offer students the opportunity to enrich their lives by becoming self-sufficient.

CAREER CENTER

The Career Center, located in McDaniel Hall on the Goodman campus, provides career counseling services; such as assessments, career exploration, educational and occupational information, employability skills training, and transitional services.

STUDENT SUPPORT SERVICES

The purpose of Student Support Services is to bridge the gap between high school and college in order to give students more meaningful experiences while gaining a college education. The program is designed to assist eligible students entering, continuing, or resuming academic programs.

The Student Support Services Program provides selected participants with supportive services including counseling, basic skills instruction, tutoring, and information concerning college admissions and financial aid. Program activities help students attain academic, social, and personal success.

SEX EQUITY

Holmes Community College Sex Equity program is designed to assist in relevant training and vocational education activities to men and women who desire to enter occupations that are not traditionally associated with their sex.

The Sex Equity program also offers assistance in career counseling, employment skills, and job placement upon completion of training.

ORIENTATION

Orientation will include a program designed for new and transfer students to introduce them to college life and aid in making adjustments. Topics will include general school regulations, school activities, academic policies, and academic advisement. All new students must take part in the orientation program.

TESTING

Holmes Community College is a test center for the American College Test (ACT), the Test of Adult Basic Education (TABE), College Level Examination Program (CLEP), and General Educational Development Test (GED). Applications for each of these tests may be obtained from the Guidance office.

The Guidance and Student Services Department provides a variety of specialized tests for students. The various tests are administered, scored, and interpreted as the need arises, and are used as counseling aids.

PLACEMENT

Placement activities are designed to aid both the academic student and the vocational-technical student. A supply of senior college information is available in the Guidance and Student Services Department, and counselors are available to assist students in transferring. The vocational counselors assist the vocational-technical students in finding permanent employment.

HEALTH SERVICE

Holmes Community College does not employ full-time health personnel. However, first-aid treatment is available from your dormitory supervisor, campus police, the Vocational-Technical Administrative office, or the Student Services office. In case of sickness or injury of a more severe nature, contact the campus police officer on duty, the Dean of Student Services, or the Chief Student Services Officer on your campus. In an emergency situation, students may be taken to a doctor or hospital by a campus police officer, if available, or ambulance. Parents will be notified.

Students are encouraged to avail themselves of local health services whenever necessary. These include doctors' offices and local hospitals close to each campus.

Expenses for all medical treatment are the responsibility of each individual student.

STUDENT FINANCIAL ASSISTANCE

Holmes Community College offers a comprehensive program of financial aid to assist students in obtaining a college education. The following federal, state and institutional aid programs are available to HCC students:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (SEOG)
- Federal Workstudy (CWS)
- Federal Stafford Student Loans
- Federal Unsubsidized Stafford Loans
- Federal Plus Loans
- Mississippi Student Incentive Grants (MSIG)
- H.C.C. Achievement/Performance Scholarships
- H.C.C. Development/Patronage Scholarships

APPLICATION

Holmes Community College accepts the Free Application for Federal Student Aid for all types of Title IV Financial Aid. This packet is available through the Financial Aid Office on the Goodman, Grenada and Ridgeland Campuses or in most high school counseling centers. Students must list Holmes Community College, Goodman Campus or use school code 002408 to insure that the HCC Financial Aid Office receives notification of their interest in attending. There is a separate H.C.C. Financial Aid Application students must complete to be considered for the CWS, SEOG and SSIG Programs. Students who want loans must go by their local bank and request a Stafford Loan Application.

DEADLINES

Students are encouraged to apply early in the Spring prior to the start of the Fall Semester in order to complete the process and receive their award early. However, HCC will accept and process applications throughout the school year. Students applying for assistance should apply before June 1, if applying for aid in the Fall Semester. Students applying before the June 1 date will be given primary consideration within the limits of available funds.

POLICIES GOVERNING STUDENT FINANCIAL AID

Financial Aid is contingent upon admission to HCC as a regular student (all admission requirements have been met) at no less than half-

time status except for the Pell Grant Program. Students may be less than half-time to receive the Pell Grant.

Be a U.S. citizen or eligible non-citizen.

Male students must be registered with selective service if required to do so.

Have financial need as determined by an approved need analysis (Student Aid Report).

Students must be making satisfactory academic progress as defined by HCC toward a degree or certificate. Failure to achieve satisfactory progress will result in termination of all federal financial aid offered to that student.

Not be in default on any loan or owe a refund on any grant made under Title IV of the Higher Education Act of 1965, as amended at any institution.

Financial assistance received will be used solely for educational purposes.

Aid recipients having attended other post-secondary institutions, prior to HCC, are required to submit a Financial Aid Transcript from each institution attended.

The Financial Aid Office reserves the right on behalf of HCC to review and revise or cancel an award at any time because of changes in financial, marital, or academic status, or misuse of federal or institutional program guidelines and regulations. Be sure to notify the Office of Financial Aid in advance if you anticipate any of the above changes so that we may advise you of the status of your award.

Recipients of financial assistance from the college are to notify the Office of Financial Aid of any other scholarships, grants or loans extended to them from sources outside the college prior to acceptance of such outside aid.

Financial aid funds are disbursed on a semester-by-semester basis. Aid is credited to a student's business account at the college and the balance of the award, after the account is cleared, will be disbursed to the student after the mid-term period each semester. Refund checks not picked up at this time or before the end of that semester will be held for twenty days and then voided. All workstudy checks will be disbursed on a monthly basis.

Any student who withdrawals from school or drops below the maximum required hours may be required to repay a prorated amount of any financial aid disbursed to them before the withdrawal or drop. If the refund has not been made to the student, such refunds will be canceled since these funds could no longer be attributed to an educational expense. The Financial Aid Office counts the last date of attendance as the withdrawal or drop date.

If your offer of financial assistance includes employment under the provision of the College Work Study Program, it must be understood that the amount shown for this category is the amount of money you may expect to earn during the academic year as a result of work performed and the hours necessary to perform such work.

The college reserves the right to release to the U.S. Department of Education, state agencies, scholarship donors, and scholarship selection committees any information requested pertinent to this application (i.e. enrollment status, address, grade point average, and financial need.) However, HCC believes that application for and receipt of financial assistance is a confidential matter and information will not be released to any others without your written consent.

**HOLMES COMMUNITY COLLEGE DISTRICT
POLICY ON SATISFACTORY ACADEMIC PROGRESS FOR
FEDERALLY FUNDED FINANCIAL AID**

In order to remain eligible to enroll in college and receive Title IV financial assistance such as: Pell Grants, Supplemental Educational Opportunity Grants (SEOG), State Student Incentive Grants (SSIG), College Work-Study (CWS), Guaranteed Student Loans, and PLUS Loans, all students must progress satisfactorily towards completion of a chosen academic, technical or vocational program. This is a requirement established by the U.S. Department of Education and the U.S. Congress (subsidized and unsubsidized).

Satisfactory progress will be measured according to the following table for full-time and part-time students:

Cumulative Semester								
Hours Attempted	1-16	17-32	33-48	49-64	64 +	64 +	64 +	64 +
Cumulative Grade								
Point Average*	1.5	1.5	1.75	2.0	2.0	2.0	2.0	2.0

*The Cumulative G.P.A. requirements will be waived after any semester if the student meets the hour requirement and has a G.P.A. for the current semester of 2.0 or greater.

Hours Attempted: Number of hours a student is enrolled in at the end of one third (1/3) of the term. Withdrawal grades will be counted as hours attempted, whether W, WF, or WP.

Maximum Time: A student will not be eligible for any financial aid after six (6) full-time semesters regardless of G.P.A., hours attempted, or changes of program.

Cumulative Records: A student's entire academic record at Holmes Community College will be evaluated to determine eligibility for financial aid, regardless of whether or not they have received aid for all semesters.

Probation: Any student who fails to meet the standards will be given one semester of probation. During this probation semester, a student will continue to be eligible for financial aid.

Financial Aid Suspension: Upon completion of the probationary semester, all financial aid will be terminated unless the minimum standards are achieved.

Notification: Students who are placed on probation or suspension will be notified in writing from the Financial Aid Office.

Reinstatement: In order to be reinstated on financial aid, a student must attend at his/her own expense and attain the required hours and G.P.A. as required for satisfactory progress.

Transfer Student: Transfer students will enter with the same status for financial aid as an entering freshman.

Remedial Courses: Since students receive institutional credit and grades for remedial courses, they will be treated in the same manner as regular courses.

Repeating Courses: Students can only repeat courses one time and still have them considered in determining their enrollment status for purposes of receiving financial aid.

Incompletes: A student must remove an incomplete (I) grade within the two weeks following the grading period or the grade automatically becomes an "F". An incomplete (I) grade will have the same effect as a failing (F) grade with regard to quality points and hours attempted.

Non-Credit Courses: Non-credit courses will not count in hours attempted.

Withdrawals: Any semester in which a student withdraws for any reason will be counted as a semester of attendance and will count toward the number of semesters allowed to participate in financial aid. W, WF, and WPs will be counted as hours attempted.

Standards of Progress Review: All students' records are reviewed at the end of each semester.

Appeal Process: Students failing to meet minimum standards who have extenuating circumstances or who have a reasonable basis for special consideration may appeal their suspension to the District Admissions Committee. This appeal should be in writing and presented at least one week prior to the beginning of the next semester. The appeal should be sent to the Director of Financial Aid, Holmes Community College, Goodman, MS.

Note: Financial aid suspension does not prevent a student from attending Holmes Community College if they are not on academic suspension.

For further information about the various financial aid programs, requirements, eligibility, student's rights and responsibilities, standards or progress, refund policy, etc., please refer to the Financial Aid Handbook or contact the Director of Financial Aid. The Financial Aid office is located on the first floor of the District Administration Building.

TYPES OF FINANCIAL AID

GRANTS

Grants are "gift aid" made available to students based on financial need. This type of aid does not have to be repaid. In order to apply for a grant to attend Holmes Community College, all students must complete the Free Application for Federal Student Aid, which is used to determine need, plus an H.C.C. Application for Financial Aid if they want to be considered for more than a Pell Grant. The three types of grants at Holmes Community College are described below:

A. Federal Pell Grant

The Pell Grant is a federal program which makes funds available to eligible undergraduate students attending an approved post-secondary institution. Application is made through the Free Federal Application. Be sure to follow the instructions carefully. Within three weeks of submitting the form, you should receive a SAR (Student Aid Report), which tells you whether or not you are eligible. Sometimes the report will need corrections. The Pell Grant is an entitlement grant, provided you are enrolled in a degree or certificate seeking program. The amount of the award will be based on your determination of eligibility, enrollment status, and the cost of attendance. Starting in the 1993-94 school year, less than half time students may be eligible for the Pell

B. Federal Supplemental Educational Opportunity Grant (FSEOG)

This program is for the student who shows great need. Unlike Pell Grant, however, SEOGs are not entitlements. Schools have a set amount of funds for SEOGs and can award no more after those funds are used up. Only undergraduate students are eligible to apply, and in general they must be enrolled at least half time in an educational institution participating in the program. Also, students must be eligible for the Pell Grant in order to receive SEOG funds. A school may choose to use up to 10% of its SEOG funds for less than half-time students. At Holmes Community College it is our policy to use this fund only on full time part time students with 6 hours or more. The financial aid administrator

determines the student's financial need and will award the student an SEOG in accordance with that need. An SEOG award cannot be less than \$200 an academic year. Students must complete the H.C.C. Financial Aid Application to be considered for this grant.

C. State Student Incentive Grant Program (SSIG)

This program is administered by the State of Mississippi through the Mississippi Post-Secondary Education Financial Assistance Board. The federal government puts up 50% of the funds and the State of Mississippi matches it. At Holmes Community College only full-time students who are Mississippi residents and who demonstrate financial need will be eligible because of the limited funds allocated to the institution. The amount of award will range from \$200 to approximately \$1,000 for an academic year. There is a special form the student must sign for this grant. The final approval of a grant is made by the Mississippi Post-Secondary Educational Financial Assistance Board; however, application for this program is processed by Holmes Community College Financial Aid Office. This program is similar to the SEOG Program in basic student requirements and eligibility. Awards for the SSIG Program are made in July.

D. Mississippi Resident Tuition Assistance Grant (MTAG) Program

The MTAG is a State-sponsored grant available to undergraduate student. Eligibility requirements include:

- The student must be a current legal resident of Mississippi for the four (4) year immediately preceding application for the MTAG.
- The student must complete the Free Application for Federal Student Aid (FAFSA) or the Statement of Certification.
- The student must be receiving less than a full Federal Pell Grant.
- As an entering freshman, the student must have a cumulative high school grade point average of 2.5 on a 4.0 scale and a minimum ACT of 15. (EXCEPTION: Students enrolled in a program leading to a certificate are only required to meet the admission criteria for their specific program of study.)
- The student must be accepted on a full-time basis at an eligible institution.
- The student must maintain progress toward a degree with a minimum cumulative GPA of 2.5 on a 4.0 scale.
- The student must not currently be in default on a federal or state loan or owe a refund on a federal or state grant.
- The student must reapply annually.
- The student must meet other criteria as set by the eligible institution.

AWARD AMOUNT: Up to \$500 annually for freshmen and sophomores; Up to \$1,000 annually for juniors and seniors.

DEADLINE TO APPLY: August 1

OTHER: The student must remain continuously enrolled on an annual basis, unless granted an exception, or the amount received will have to be repaid.

D. Mississippi Eminent Scholars Grant (MESG) Program

The MESG is a State-sponsored grant available to "first-time-in-college" students and renewal applicants only.

ELIGIBILITY:

- The student must be a current legal resident of Mississippi for the four (4) years immediately preceding application for the MESG.
- The student must be recognized as a semifinalist or finalist by the National Merit or National Achievement Scholarship Programs and have a minimum cumulative high school grade point average of 3.5 on a 4.0 scale; OR have a minimum score 29 on the ACT or its equivalent of 1280 on the SAT and have a minimum of cumulative grade point average of 3.5 on a 4.0 scale.
- The student must be accepted on a full-time basis at an eligible institution.
- The student must maintain progress toward a degree with a minimum cumulative GPA of 3.5 on a 4.0 scale.
- The student must not currently be in default on a federal or state loan or owe a refund on a federal or state grant.
- The student must reapply annually.
- The student must meet other criteria as set by the eligible institution.

AMOUNT OF AWARD: Up to \$2,500 annually, not to exceed the tuition and mandatory fees.

DEADLINE TO APPLY: August 1

OTHER: The student must remain continuously enrolled on an annual basis, unless granted an exception, or the amount received will have to be repaid.

STUDENT EMPLOYMENT

Federal College Work-Study Program — This program is authorized under Title IV of the Higher Education Act of 1965. The primary purpose of this program is to provide jobs for students who have financial need and who want to earn a part of their educational expenses.

The college work-study program is one of the most popular aid programs on campus. If it is offered, students have a chance to earn part of their college expenses and a chance to receive valuable work experience, possibly in their field of study. The actual number of hours a

student works is determined by the student's need for financial aid. The financial aid office assigns jobs and processes the payrolls. In order to qualify, students must have been accepted on at least a half-time basis at Holmes Community College and must show academic promise and ability to maintain satisfactory progress toward a degree or certificate. The student must demonstrate need for financial assistance and must be a citizen or permanent resident of the United States. Starting in the 1994-95 school year Holmes Community College will use 5% of its CWS allocation for community service jobs.

LOANS

Low interest student loans are available to qualified students at HCC. Students loans, in general, must be repaid under some type of deferred repayment plan. All students who want to apply for any student loan must first complete the Free Application for Federal Student Aid. The student loan application may be picked up at the student's bank, credit union, or savings and loan.

Federal Stafford Loan (FSL)

Description: This type of loan is a low-interest loan made to a student by a lender such as a bank, credit union, or savings and loan association. This loan is insured by the federal government.

Amount: Freshmen undergraduates may borrow up to \$2,625 per year, and sophomores up to \$3,500, while juniors and seniors can borrow up to \$5,500 per year, for a total of up to \$23,000. Graduates may borrow up to \$8,500 per year with an aggregate total (including undergraduate loans) of \$65,500. The amount of each loan may not exceed the school's estimate of educational expenses less financial aid from the school which includes such things as Pell Grants, CWS, SEOG, VA Benefits, Scholarships, etc., and your expected family contribution.

Loan Origination Fee: Lenders are currently authorized to deduct a loan origination fee from the loan proceeds.

Loan Eligibility: Effective October 17, 1986, the Federal Stafford Loan Program became a Need-Based Program like CWSP and SEOG.

Interest Rates: The current interest rate is 7.43 variable up to 9 percent per year for first time borrowers.

Repayment: Loans have a minimum repayment of \$600 per year or a minimum of \$50 per month. Remember, the actual minimum repayment will depend on the total amount borrowed. Repayment begins six (6) months after the last date of half-time enrollment.

Deferment: Borrowers on the loan program may defer payment for up to three (3) years while in the U.S. Military Service, Peace Corp, VISTA, U.S. Public Health Service, National Oceanic and Atmospheric Administration Corp., and Medical Internship. Student Deferment may be granted when the borrower re-enrolls in college half-time or more.

The Federal Student Loan can be canceled only in the event of the borrower's death or permanent and total disability. These loans cannot be canceled or "forgiven" for military service or teaching.

Unsubsidized Federal Stafford Loans

This new loan program is available to eligible students, regardless of family income, for periods of enrollment beginning on or after October 1, 1992. The terms of the Unsubsidized Loans are the same as the terms for Subsidized Stafford Loans except as described below:

- A. **Interest Payment:** The government does not pay interest on your Unsubsidized Federal Stafford Loan. You must pay all of the interest that accrues on this loan during the time you are enrolled in school, during the grace period, and during periods of repayment and authorized deferment. There are two ways for you to pay interest during these periods: (1) you may make monthly or quarterly payments to your lender or (2) you and your lender may agree to add your interest to the principal of your loan, but no more often than quarterly. (This is called capitalization.) If you do not make an interest payment as scheduled while in school or during a period of authorized deferment your interest will be capitalized.
- B. **Federal Origination Fee/Insurance Premium:** You will be charged a 3.0% Origination Fee/Insurance Premium on each disbursement of your Unsubsidized Federal Stafford Loan.

Plus Loans

Federal Plus Loans may not exceed the student's estimated cost of attendance minus any estimated financial assistance the student has been or will be awarded during the period of enrollment. Parents should talk with their lender about deferment provisions, interest rates, repayment period, and fees. Starting on or after October 1, 1992, all Federal Plus Loan checks will be sent to the institution co-payable to the institution and the parent borrower. The institution is required to collect an Authorization document from the parent before releasing this check to anyone (student) other than the parent. The institution must verify the student's eligibility prior to forwarding the Federal Plus check to the borrower.

SCHOLARSHIPS

Achievement Scholarships

1. Board of Trustees Scholarship
2. President's Scholarship:
Academic, Vocational & Technical Students
3. Valedictorian and Salutatorian
4. VICA Scholarship
5. Diversified Technology Scholarship

Performance Scholarships

1. Athletic Scholarships
2. Cheerleader Scholarships
3. Drama Scholarships
4. Music Scholarships
5. Journalism Scholarships

Holmes Community College Development Foundation Scholarships

1. The Belk Family Scholarship
2. The Frank B. Branch Memorial Scholarship
3. The Dr. Paul B. Brumby Memorial Scholarship
4. The Evelyn H. Clark Memorial Drama Scholarship
5. The F.C. & Annie P. Dailey Nursing Scholarship
6. The Gibson Family Scholarship
7. The Kay Hodges Memorial Scholarship
8. Mr. And Mrs. M.C. McDaniel Scholarship
9. The Gayden Schrock Memorial Scholarship
10. The Ray Moore Clower Scholarship
11. The Doris S. and John W. Campbell, Sr. Memorial Scholarship
12. The Robert Cox Memorial Scholarship
13. The Non-Traditional Student Book Scholarship

Patronage Scholarship

1. The John C. Downey Scholarship
2. The Samuel A. Massey Medical Scholarship Fund
3. Trustmark National Bank Scholarship Program For Graduating Seniors
4. The Yazoo Rotary Club Vocational-Technical Scholarship
5. The Peoples Bank & Trust Co. Senior College Scholarship
6. The Toyota Technical Education Scholarships
7. The Kelly Gene Cook Scholarship
8. The Michael Klauk Scholarship

Board of Trustees Scholarship: This scholarship is designed to cover the cost of tuition, room and board, fall and spring semesters only. Recipient must be full-time with an enhanced ACT composite of 28 or higher. The student must meet all admission requirements and

maintain at least a 3.0 cumulative QPA in order to continue to be eligible to receive this scholarship. This scholarship does not cover the matriculation fee or the student activities fee.

President's Scholarship: This scholarship is designed to cover the cost of tuition at Holmes Community College with the exception of the matriculation fee and the student activities fee. It does not include room and board. It is available to full-time day students with an enhanced ACT composite of 20 or higher. The student must maintain at least a 3.0 cumulative Q.P.A. in order to continue to be eligible to receive scholarship funds.

REGULATIONS FOR BOARD OF TRUSTEES SCHOLARSHIPS AND PRESIDENT'S SCHOLARSHIPS

Out-of-state students are not eligible for this scholarship.

Students eligible for the Board of Trustees Scholarship would not be eligible for other H.C.C. scholarships, because a student cannot receive in scholarships more than the published cost of attending school per semester.

Students eligible for the President's Scholarship are also eligible for other scholarships, such as athletics, music, drama, valedictorian-salutatorian awards, etc., up to, but not more than the published cost of attending school per semester.

Student must have official ACT scores on file before award will be made.

Awards will be made to entering freshmen at the beginning of both the fall and spring semesters.

Awards will be made to transfer students at the beginning of the fall semester only.

Transfer students must meet the same ACT & Q.P.A. requirements as native students.

Students who re-test and become eligible for this scholarship after a registration deadline will not receive their award until the beginning of the next fall semester, provided they enroll as full-time students (evening and audit classes excluded).

Valedictorian and Salutatorian Scholarships: Valedictorians and Salutatorians from Mississippi High Schools are eligible for a \$100.00 award, provided they have an Enhanced ACT composite score of at least 20.

VICA Scholarships: It is proposed that scholarships be awarded to the first place winners of the District VICA Contest in the areas of Auto Mechanics, Precision Machining, and Welding. These scholarships are valid for any vocational program at Holmes Community College that students may choose. It is further proposed that scholarships be awarded to the first place winners in the State VICA Contest in the areas of Electronics, Cosmetology, Air Conditioning/Refrigeration, and Auto Body Repair. In the event that there are not state winners from the H.C.C. area, the Scholarship Committee will select the recipients of these awards based upon scholarship applications received by the H.C.C. vocational counselor from area high school counselors. The criteria for these selections will be determined by the scholarship committee and the vocational department.

Diversified Technology Scholarship: This is a merit scholarship awarded to students who place first, second, or third in any competitive event at the technology Student Association's Annual Conference.

Students placing first will be awarded \$350 per semester. Second place winners will be awarded \$300 per semester. The scholarship may be applied to tuition, room and board, or any other expenses incurred by a full-time day student.

This scholarship is available only to Industrial Education and Technical Education majors who maintain a 2.5 cumulative quality point average.

Students eligible for the Diversified Technology scholarship are also eligible for other scholarships, such as athletic, music, drama, valedictorian-salutatorian awards, etc., up to but not exceeding the published cost of Holmes Community College.

Scholarship Regulations:

1. Awards will be made to first time entering freshmen at the beginning of the fall semester. Subsequent to the initial award, the scholarship will be in effect for three additional consecutive semesters provided appropriate requirements are met.
2. This scholarship is credited to the student's account after the sixth week of each semester. If the student withdraws or drops to part-time prior to this time, the scholarship will be voided and the student charged the regular fees.
3. This scholarship does not cover the matriculation fee or the student activities fee.

No out-of-state students are eligible to receive academic and technical scholarships.

Athletic Scholarships

Grant-in-Aid Scholarships are awarded in football, baseball, and basketball in accordance with the rules and regulations of the Mississippi Junior College Association and are limited to athletes in the Holmes Community College District. A limited number out-of-state scholarships are available. Applicants should contact the coach(es) of the sport in which he/she is interested at the college.

Cheerleader Scholarships

Scholarships are available to cheerleaders at a rate of \$300.00 per year. This scholarship will be awarded on a semester basis. Cheerleaders are chosen by a faculty-staff committee with selection based on performance at tryouts held in May. Applications are available from the cheerleader sponsor.

Drama Scholarships

Scholarships are based on talent and performance. These scholarships, available to students interested in Drama, range from \$25 to \$100 per year, with awards being based on tryout performance and participation in the various presentations.

Journalism Scholarships

Scholarships are awarded to both the editor of the school newspaper, *The Growl*, and the yearbook, *Horizons*.

Music Scholarships

Band (Instrumental) scholarships are available to musically talented students who desire to participate in the Holmes Community College Band Program. Awards are made based on the performance and dependability of the student and on the particular band activities in which the student participates. (Marching, Concert, Pep, Jazz, HCC Dancers, Ensemble, Auxiliaries). Students may hold band and other scholarships concurrently.*

Choir (Vocal) scholarships are available to students who are musically talented who desire to participate in the HCC Choral Program. Auditions are required for all scholarships of this type. Awards are based on the performance of the student and on the particular choral activities in which the student participates (concert choir, Coachmen, or The Holmes Connection). Students may hold vocal scholarships concurrently with band scholarships.*

Keyboard (Piano and Organ) scholarships are available to students majoring in piano. Auditions are required for scholarships. Students may hold keyboard scholarships concurrently with other scholarships.

Students may receive music scholarships awards concurrently with other scholarships.*

Holmes Community College Development Foundation Scholarships

The Belk Family Scholarship: This is given by Mr. and Mrs. Dewitte Belk of Kosciusko, Mississippi. Mr. Belk is a graduate of Holmes Community College and former president of the Alumni Association. Applicants must be from Attala County, with first consideration given to graduates of Ethel High School. The Scholarship Committee will select the recipient on the basis of financial need, academic potential, and leadership ability. The scholarship will be in the amount of full tuition charges.

Frank B. Branch Memorial Scholarship: This scholarship is given in honor of the late Frank B. Branch, former President of Holmes Community College. It is based on scholarship ability, leadership, character, and financial need. The award is made each year to a Grenada County student who is recommended to the Holmes Community College Scholarship Committee by his/her high school counselor.

The Dr. Paul B. Brumby Memorial Scholarship: This scholarship was established at Holmes Community College in honor of the late Dr. Paul B. Brumby, a life-long resident of Holmes County, former member of the Holmes Junior College Board of Trustees, practicing physician for over 50 years, and long-standing friend of this institution. This scholarship is awarded each year to the student recommended by the nursing faculty in the Holmes Community College Associate Degree Nursing Program at Grenada; also, a scholarship will be awarded each year by the Scholarship Committee of the Holmes Community College Development Foundation to a returning sophomore in the pre-baccalaureate Nursing Program at the Goodman campus. The awarding of this scholarship is based on professional attitude, academic achievement and need. In order to retain these scholarships from one semester to the next, the recipients must maintain a 3.0 grade point average.

The Evelyn H. Clark Memorial Scholarship: This is awarded in honor of the late Mrs. Evelyn H. Clark, former speech instructor and drama coach at Holmes Community College. The Scholarship Committee of the Holmes Community College Development Foundation will select a sophomore as the recipient of this award based on talent, scholarship, character, and dedication.

The F.C. Annie P. Dailey Memorial Nursing Scholarship: This Scholarship is given in honor of the late Mr. and Mrs. F.C. and Annie P. Dailey, a life-long resident of Grenada county. The award will be made to a nursing student attending the Grenada Center and who is a resident of Grenada county. The scholarship committee will select the

recipient on the basis of scholarship ability, leadership, character and financial need. The recipient must maintain a 3.0 grade point average.

Gibson Family Scholarship: Scholarship requirements are as follows:
Resident of Webster or Choctaw County
High School Graduate with B average
One-half of annual scholarship paid Fall Semester and remaining one-half paid Spring Semester.

The Kay Hodges Scholarship: This scholarship was established at Holmes Community College by the Hodges Family. Mrs. Hodges was the wife of Mr. Robert Hodges who was employed by Holmes Community College from 1967 to his retirement in 1984. This award will be presented to an entering freshman who is a resident of Madison County. He or she must be a high school graduate with an overall high school grade point average of at least 2.5. To be eligible a student must be enrolled as a two-year business major or a related field. This student must be recommended to the Holmes Community College Scholarship Committee by his/her high school counselor or principal.

Mr. and Mrs. M.C. McDaniel Scholarship: The Mr. and Mrs. M.C. McDaniel Scholarship was established at Holmes Community College by the McDaniel Family in honor of their father and mother. Mr. McDaniel was President of Holmes Community College from 1928 to 1940. This award, in the amount of \$400.00, is presented to a graduating student who plans to further his/her education, and who has made an outstanding contribution to the life and activity of Holmes Community College during his/her two years at the institution.

The Gayden Schrock Memorial Scholarship: Holmes Community College has established the Gayden Schrock Memorial Scholarship from proceeds of his estate. Mr. Schrock was a long-time resident of Attala county and the Schrock Community. A scholarship will be made at the beginning of each school year to a freshman who plans to continue his/her education at Holmes Community College. The selection of the recipient of the award will be based on scholastic ability, leadership, integrity, and need. The Holmes Community College Scholarship Committee will choose the recipient from applicants applying for the scholarship with letters of recommendations from high school counselors or principles. The recipient must maintain a 3.0 grade point average.

The Ray Moore Clower Scholarship: Dr. Starkey A. Morgan, President of Holmes Community College established The Ray Moore Clower Scholarship, son of noted humorist Jerry Clower. The scholarship, available to either a Holmes freshman or sophomore, will be awarded by the Holmes Community College Scholarship Committee at

the beginning of each school year. Selection will be based upon scholastic ability, leadership, integrity, and need.

The Doris S. and John W. Campbell, Sr. Memorial Scholarship: This scholarship will be awarded at the beginning of each school year to a freshman from Yazoo, Madison, or Hinds County who plans to continue his/her education at Holmes Community College, Ridgeland Campus. The selection of the recipient of the award will be based on scholastic ability (18 or above on the ACT), leadership, integrity, and need. The recipient must maintain a 3.0 grade point average to retain the scholarship.

The Robert Cox Memorial Scholarship: This scholarship will be awarded to a graduating sophomore from Madison county who plans to continue his/her education at a senior college or university. The selection of the recipient will be based on scholastic ability, leadership, integrity, and need.

Nontraditional Student "Book" Scholarship: The Equity Program of Holmes Community College has established the Nontraditional "Book" Scholarship to provide recognition and financial assistance to outstanding individuals who are enrolled or interested in enrolling in a nontraditional vocational-technical program at any campus of Holmes Community College. This scholarship applies to graduating high school seniors, presently enrolled college students, or anyone who is interested in entering a nontraditional program.

Interested students may pick up applications from their high school counselors, vocational technical counselors, Grenada and Ridgeland campus of Holmes Community College, or the office of the Equity Coordinator on the Goodman campus. Application deadline is April 20.

PATRONAGE SCHOLARSHIPS

The John C. Downey Scholarship: The Parker-Hannifin Corporation of Madison, MS has established a \$500.00 scholarship in honor of Mr. John C. Downey who as a valuable and honored member of that corporation for many years. The scholarship recipient must be a resident of Madison county, plans to attend Holmes Community College for two years and will be concentrating in one of the following fields: (a) CAD Drafting and Design, (b) Robotics, (c) Machining, CNC, Tool & Die, Maintenance, (d) Electronics, (e) Data Processing, and (f) Business.

The scholarship recipient will be selected by the Holmes Community College Scholarship Committee on the basis of financial need, academic potential, and leadership ability. The recipient must maintain a 3.0 grade point average.

Samuel A. Massey Medical Scholarship Fund: A fund established by Holmes Community College alumnus Dr. Samuel A. Massey, the monies allotted for scholarships are set aside to train those who wish to pursue training in any field of medicine that requires a degree: associate, baccalaureate, or graduate. While economic need is considered, it is not the sole criteria by which applicants are selected. Scholarship, leadership, and a willingness to donate 10 percent of their time, once admitted to the health-care community, to those in need of medical attention is also a consideration for those selected as recipients. Selection is made each spring by an independent board of directors, with board members representing Holmes Community College and the Massey family. The application deadline is March 1.

Trustmark National Bank Scholarship Program For Graduating Seniors: Trustmark National Bank of Jackson, MS has established a scholarship program for high school seniors from low income families in Hinds, Madison and Rankin counties who will attend Holmes Community College. To qualify for this scholarship for graduating seniors, a student must apply to Holmes Community College, be from a household with a combined income of \$20,000 or less, be a current high school graduate, have a "C" average or better, not have a record of disciplinary problems, and have a composite score of 14 or more on the ACT.

The Yazoo Rotary Club Vocational-Technical Scholarship: This scholarship is sponsored by the Yazoo City Rotary Club for a deserving Yazoo City Vocational-Technical student. To be eligible the applicant must be enrolled and scheduled to complete a vocational-technical program at Yazoo City Vocational-Technical Center. The applicant must plan to enroll as a full time student at Holmes Community College in a vocational or technical program. This scholarship is in the amount of \$500.00 to be paid in four installments of \$125.00 for each semester for a student enrolled in a two year program or two installments of \$250.00 each for a student enrolled in a one year program. Three letters of recommendation must accompany the application. One of these letters must come from the high school counselor or principal and one letter must come from the applicant's vocational-technical teacher. A copy of the student's high school transcript must be sent to Holmes Community College. Students planning to enroll in a technical curriculum must also have an ACT score on file at Holmes Community College. The Holmes Community College scholarship committee will select the recipient of the scholarship. Deadline for receiving applications will be May 1.

The Peoples Bank & Trust Co. Senior College Scholarship: This Scholarship will be presented to a graduating student who plans to further his/her education in the field of Business.

The Toyota Technical Education Scholarships: Given by the Toyota Motor Co. USA, these scholarships are available to second year Automotive Mechanics students. The criteria for selection of these scholarships will be determined by the Automotive Department and the Vocational-Technical Administration.

The Kelly Gene Cook Scholarship: The Kelly Gene Cook Senior Charitable Foundation, Inc. has allotted five \$1,000.00 scholarships to Holmes Community College starting in the fall of the 1994/95 school year. The selection criteria is as follows:

1. Demonstrate a financial need (must apply for financial aid at Holmes Community College)
2. Be in the top 25% of their high school graduating class with a GPA of 3.0 and an ACT score of at least a 19
3. Be an unmarried Mississippi resident without dependents
4. May major in any academic course of study except Physical Education
5. Must complete a minimum of 15 hours each semester and maintain at least a 2.0 average.

The nominees of the Cook Scholarship will be selected by the Holmes Community College Scholarship Committee from applications received from students and the recommendations from their high school counselors or principals.

The Michael Klauk Scholarship: This scholarship is given in honor of the late Michael Klauk, an exceptional pre-medical major and alumnus of Holmes Community College. The scholarship, initiated by Dr. Samuel A. Massey, is awarded at the beginning of each school year to a sophomore who has completed one year at Holmes CC and who plans to continue his/her education at Holmes CC. The selection, based upon scholastic ability in science and mathematics, financial need, integrity, and the student's goals, will be made by the faculty of the Department of Science and Mathematics. Students majoring in science and/or mathematics education will be given special consideration. Application is not required.

NOTE: The recipients of all scholarships will be selected by the Holmes Community College Scholarship Committee from applications received from students and the recommendations from their high school counselors or principals.

Students who would like to apply for scholarships should contact the Director of Financial Aid or the Director of Admissions for a Scholarship Application.

Other Financial Aid Resources

- 1) Veterans' Benefits
- 2) Vocational Rehabilitation
- 3) National Guard Educational Assistance
- 4) JTPA - MS Employment Service

All grants (Pell, SEOG, and SSIG) will be paid after mid-term of each semester. All loans will be disbursed 30 days after the start of each semester. Students who withdraw or drop below full-time status will have their grants adjusted or removed accordingly. Students on college work-study will be paid once a month.

Achievement Scholarships and Performance Scholarships are awarded six weeks after school begins. No scholarships will be awarded after the sixth week of school unless extenuating circumstances warrant. Please note:

1. A student who withdraws prior to this time is responsible for all charges owed to the College.

2. A student who is on disciplinary probation is not eligible to draw an Achievement or Performance Scholarship.

3. A dorm student receiving grants (Pell, SEOG, and SSIG) cannot receive over \$300 above the cost of attending school per semester. A day student receiving grants (Pell, SEOG, and SSIG) cannot receive more than the Pell Grant budgeted cost of attending school per semester.

For further information about the various types of Financial Aid, requirements, eligibility, students' rights and responsibilities, standards of progress, refund policy, etc., please refer to the Financial Aid Handbook, HCC Catalogue, or contact the counselor at the Grenada Center, Ridgeland Campus, or the Office of Financial Aid on the Goodman Campus. Please send all Financial Aid Forms to the Office of Financial Aid, Holmes Community College, Goodman, MS 39079.

STUDENT HOUSING (Goodman Campus Only)

There are five dormitories on campus providing space for 300 men students and 250 women students.

Dormitory rooms are generally filled by the end of summer. Two students are assigned to each room; however, three students per room will be assigned on a temporary basis when the need arises. Rooms which have been reserved will be held until 2.00 p.m. the afternoon prior to the beginning of classes.

Rooms are furnished with single beds, dressers, chairs, and desks. Each student is expected to furnish his own linens and is accountable for the care of the room and its furnishings.

Room reservations are made only after payment of \$20 reservation fee. This fee is non-refundable. Out-of-state and out-of-district students must reserve a room two weeks prior to the beginning of school.

RESIDENT HALL HOURS

All residence halls open at 4:00 p.m. Sunday afternoons and close at 4:00 p.m. Fridays. At the end of a semester or beginning of a holiday, students are expected to vacate dormitory rooms as soon as classes and/or exams are completed. Residence Halls are closed on weekends unless permission has been obtained to stay.

AUTOMOBILES ON CAMPUS

Students who wish to operate an automobile on the campus must register the car in the office of the Chief Student Services Officer. A sticker with a registration number is provided to the student.

Students must park cars in designated areas. Fines will be assessed for failure to do so. Continued abuse of regulations will result in withdrawal of permission to operate a vehicle on the campus. This applies to all students - dormitory and non-dormitory alike.

BOOKS

Books and supplies may be purchased from the book store located on your campus. By careful buying and use of books, the cost may be kept to a minimum.

MAIL SERVICE

(Goodman Campus Only)

Students mail should be addressed to the student, Holmes Community College, P.O. Box (499-0000), Goodman, MS 39079. Students receive their mail through post office boxes in the Lorange Center. Students must register for a post office box with the Bookstore Manager.

STUDENT CONDUCT

Students are expected to conform to acceptable standards of decency, morality, courtesy; be truthful; respect the rights of others; be punctual and regular in attendance at classes and assemblies and have regard for college property.

Guides for routine campus and dormitory life are provided for students through announcements, student meetings, bulletins, and student handbooks. Through action by the disciplinary committee a student may be excluded from further attendance where evidence indicates that a student participates in unacceptable campus conduct.

CONTINUING EDUCATION AND COMMUNITY SERVICES

The Division of Continuing Education provides opportunities for persons of the district who do not participate in the normal on-campus day program to continue their educational development. This is done through evening classes both on every campus and at other locations in the district.

In addition, the division offers a wide range of special activities and community service programs including seminars, conferences, workshops, short courses, and other activities designed to meet particular needs.

VETERAN BENEFITS

Students who plan to attend Holmes Community College under any type Veteran Educational Assistance Program should contact the VA Certifying Official on the campus they are attending. In order to be eligible for VA education benefits, a student must adhere to policies established by the school as well as the State Approving Agency.

A revised statement of the standards of progress and attendance that apply to all veterans under Chapter 106, 30, 32, 34, and 35 of Title 38 is available to each student. A copy can be obtained from the Academic Dean's Office. This statement of revised standards of progress and attendance was approved by the State Approving Agency on August 24, 1987, and was implemented beginning with the fall semester of 1987. The statement is in compliance with VA Regulation 14253 (D).

CLUBS AND ORGANIZATIONS

Co-curricular activities are an important source of enrichment and recreation and contribute to campus life. Students are urged to participate in their area of interest.

Band. Offers participation in Marching Band (Rifle Corps, Flag Corps, Feature Twirling, Color Guard), HCC Dancers, Concert Band, Percussion Choir, Jazz Ensemble, Jazz Combo and Small Winds Ensemble performances in concerts, parades, half-time routines and pageantry entertainment. Open to all qualified students.

Baptist Student Union (BSU). The Baptist Student Union is an organization recognized on more than 1,100 campuses in the U.S. and in several foreign countries. Its purpose is to provide opportunity for an inward journey of spiritual growth and an outward journey of service to others. All students are welcome.

Cheerleaders. The purpose of the cheerleaders is to promote school spirit and interest in athletics. Tryouts for cheerleaders and

mascots are held in late spring. Scholarships are available for these positions.

Choir. The choir offers participation in concert choir and vocal ensemble. It is open to all qualified students.

Coachmen. Coachmen is a singing entertainment group. Tryouts are the first week of school.

Cosmetology Club. The purpose of the club is to promote good public relations and to learn professional practices and business ethics. There are many activities including field trips. The club is open to members of the cosmetology class.

Creative Arts Club. The Creative Arts Club provides students interested in writing, art, music, and drama an opportunity to meet, discuss interests, and share works in progress. Opportunities are provided for students to hear professionals in these fields. Students are encouraged to submit works to the Mississippi Community College Creative Writing Association Competition and to attend the annual workshop. Field trips are also encouraged.

Delta Epsilon Chi (DECA). Delta Epsilon Chi is an organization for students majoring in Fashion Merchandising, Marketing and Cooperative Education. Activities include emphasis on leadership development, social intelligence, civic consciousness, and vocational understanding. Students attend seminars and state and national conferences.

Delta Psi Omega. Delta Psi Omega is the national drama fraternity in community colleges. It is organized to give special recognition to those students who have made outstanding contributions to drama. It promotes the dramatic arts. It is open to all students who have completed the required number of working hours in drama.

Forestry Club. This organization is intended to provide personal and social opportunities for those persons interested in natural resources. Programs with resource professionals and other activities are planned to assist individual students in discovering their abilities, interests, and aptitudes relative to forest, wildlife, and recreation management. Membership is open to all HCC students.

Health Occupations Students of America (HOSA). HOSA is a national vocational student organization. The purposes of HOSA are twofold: to help students acquire the knowledge, skills, and behavior essential in preparing for a health career and to encourage leadership development, patriotism, and service. Under the direction of the classroom instructor, members strengthen their leadership and citizenship

abilities through interaction with business, professional, and other student organizations.

The Holmes Connection! A vocal ensemble that is made up of ten singer dancers and a three man sound crew. Many concerts are given throughout our nine county district and state. Membership is by audition.

Holme-Towne Players. This club is organized to let students participate in acting, publicity, and backstage work. It is known for its fine quality of production and is open to all students.

Industrial Education Club. The purpose of the club is to promote good Industrial Education public relations through participation in professional organizations, student activities, and field trips. Membership is open to all Industrial Education majors, Engineering Technology majors and minors.

Math and Combined Sciences Club. MACS is an organization of students interested in the areas of math, biology, zoology, chemistry, physics, and computer science. Its purpose is to provide a social gathering for those interested in these areas. The club sponsors activities, events, lectures, and programs that are open to all students taking upper math or science courses. All students are welcome to attend MACS meetings.

Phi Beta Lambda. Phi Beta Lambda is organized to promote business leadership and to create interest and understanding in the intelligent choice of business occupations. Membership is open to all students enrolled in one or more business subjects, including business law, accounting, economics, statistics, data processing; and in secretarial programs.

Phi Theta Kappa. Phi Theta Kappa is the national scholastic honor society for community colleges. Its purpose is to recognize intellectual achievement, and to promote character, leadership, and friendship among community college students. Membership is by invitation to students having grade point averages of 3.5 or higher.

Religious Clubs. The BSU and the Wesley Foundation aim to foster Christian faith and fellowship. All students are welcome at meetings and activities.

Students Against Destructive Decisions (SADD). "SADD enables concerned, responsible students to respond in a proactive way to the major killer of their age group—drunk driving. We hope to help eliminate drunk driving and save lives. Promotes responsible choices by college students related to drunk or drugged driving and other high risk behaviors" Officers will be elected in the fall of each year.

Student Government Association. Composed of officers and representatives elected by the student body, the SGA serves as mediator between the faculty and student body and assists in student activities.

Student Nurses' Organization. This is a chapter of the National Student Nurses' Association. Among other purposes, the organization represents professional nursing students to the school administration, and to other campus organizations. Nursing students are encouraged to join and participate in this organization through which they can receive support through-out their nursing education. Membership is open to students enrolled in clinical nursing courses.

Vocational Industrial Clubs of America (VICA). Established for the purpose of encouraging, through club activities, the development of the "whole student," i.e., social and leadership abilities as well as skills. Open to all students enrolled in vocational and technical courses.

PUBLICATIONS

Holmes Community College fully supports, encourages, and provides financial and material resources needed to publish official school publications. The college's administration fully supports, within the restraints imposed by budgetary considerations, activities by students and instructors to make publications viable and relevant parts of the college's three campuses.

Censorship is not imposed upon publications nor are there in place guidelines specifying what will and will not be printed in school publications. The college administration supports the efforts of the student publication staffs to be creative, original, and actively pursue goals of being representative of and speaking for the student body.

The GROWL, official student newspaper of HCC, is published monthly during the fall and spring semesters. The student paper is designed to inform the Holmes Community College campuses and their nine-county district about HCC activities. Also, the paper serves as a workshop or practical laboratory for students interested in news writing, editing, typography and advertising. A student may earn one hour credit working on *The GROWL*.

To help defray publication expenses, all students are required to subscribe to *The Growl*. These costs are included in registration fee.

Horizons is primarily a pictorial yearbook of Holmes Community College which captures the activities of its student, faculty, administration and staff. The yearbook is produced by students who earn one hour of credit for their work.

Any student interested in working with the yearbook staff is encouraged to participate. Students who have worked on a high school yearbook as well as inexperienced students can participate in an enjoyable activity by joining the Horizons staff.

Reflections, published once each year, includes the best creative work submitted by HCC students. Work appearing in *Reflections* is judged by the members of HCC English Department and a panel of students of the *Reflections* staff. Manuscripts are invited from students in all departments.



PROGRAMS OF STUDY

ACADEMIC EDUCATION

A Holmes Community College student who plans to transfer to a four-year college may enroll in courses equivalent to those taken by freshman and sophomores at the senior college. HE SHOULD OBTAIN A COPY OF THE CATALOG OF THE COLLEGE TO WHICH HE PLANS TO TRANSFER AND USE IT AS A GUIDE IN SELECTING HIS COURSES.

The following programs and courses are representative of those required for the most frequently chosen majors. Substitutions may be made in any of the following programs if necessary to meet the requirements of a particular college. A student is not limited to the programs outline on the following pages. By proper selection of his courses, he may meet the lower division requirements of many other academic majors.

ACADEMIC EDUCATION PROGRAMS

AGRICULTURE	PRE-LAW
AVIATION MANAGEMENT	PRE-MEDICAL & PRE-DENTAL
BIOLOGICAL SCIENCE	PRE-MEDICAL TECHNOLOGY
BUSINESS ADMINISTRATION/ ACCOUNTING	PRE-NURSING (B.S.)
COMPUTER SCIENCE	PRE-PHARMACY
ELEMENTARY EDUCATION	PRE-PHYSICAL THERAPY
ENGINEERING	PRE-VETERINARY
FORESTRY AND WILDLIFE	SECONDARY EDUCATION:
INDUSTRIAL TECHNOLOGY	BIOLOGY/SCIENCE
LIBERAL ARTS CORE	ENGLISH/SOCIAL SCIENCE
MATHEMATICS	MATHEMATICS
PRE-CYTOTECHNOLOGY	MUSIC-INSTRUMENT
PRE-DENTAL HYGIENE	MUSIC-PIANO
PRE-HEALTH RECORD ADMINISTRATION	MUSIC-VOICE
	PHYSICAL EDUCATION
	TECHNOLOGY TEACHER
	*NURSING, ADN

Not all programs are available at all campuses. A student interested in attending any location should contact a counselor prior to the beginning of the term for a schedule of the classes. See inside front cover for phone numbers and addresses.

*AAS is awarded for this program, but it is not a Technical curriculum.

PROGRAMS OF STUDY

Agriculture

First Year

First Semester

English	
Composition I	ENG 1113
General	
Chemistry I	CHE 1213
General Chemistry	
Laboratory I	CHE 1211
Botany I	BIO 1313
College Algebra	MAT 1313
American National	
Government	PSC 1113
Physical Education	1
Total	17 hrs.

Second Semester

English	
Composition II	ENG 1123
General	
Chemistry II	CHE 1223
General Chemistry	
Laboratory II	CHE 1221
Botany II	BIO 1323
*Math	3
Oral	
Communication	SPT 1113
Physical Education	1
Total	17 hrs.

Second Year

Because of the large number of majors available in agriculture, it is not feasible to suggest a core curriculum for the sophomore year. Students should select a minimum of 30 semester hours using a senior college catalog as a guide. (See basic core on page 50)

*MAT 1323 - Trigonometry or MAT 1333 - Finite Math.

Aviation Management & *Flight Operations

First Year

First Semester

English Comp. I	ENG 1113
College Algebra	MAT 1313
History	3
General Psychology ...	PSY 1513
Music Appreciation	MUS 1113
P.E. Activity	1
Total	16 hrs.

Second Semester

English Comp. II	ENG 1113
Finite Mathematics	MAT 1333
History	3
Oral Communication...	SPT 1113
Micro Computer Applications	CSC 1123
P.E. Activity	3
Total	16 hrs.

Second Year

First Semester

Literature	3
Prin. of Econ. I	ECO 2113
Elective	3
Prin. of Accounting I...	ACC 1213
Lab Science Elective	3
Elective	1
Total	16 hrs.

Second Semester

Literature	3
Prin. of Econ. II	ECO 2123
Business Statistics	BAD 2323
Prin. of Account II.....	ACC 1223
Lab Science Elective	3
Elective	1
Total	16 hrs.

This curriculum is designed to articulate with the aviation programs at Delta State University.

*Flight Operations majors have specialized aviation courses that are only taught at Delta State University. Therefore, students are advised to transfer to Delta State after the freshman year.

Biological Science

First Year

First Semester

English
Composition IENG 1113
General
Chemistry ICHE 1213
General Chemistry
Laboratory ICHE 1211
Social Studies/
Behav. Science3
Foreign Language3
College AlgebraMAT 1313
Physical Education1
Total 17 hrs.

Second Semester

English
Composition IIENG 1123
General
Chemistry IICHE 1223
General Chemistry
Laboratory IICHE 1221
Fine Arts3
Foreign Language3
TrigonometryMAT 1323
Physical Education1
Total 17 hrs.

Second Year

First Semester

Organic
Chemistry ICHE 2424
Foreign Language3
Zoology IBIO 2414
MicrobiologyBIO 2924
Total 15 hrs.

Second Semester

Organic
Chemistry IICHE 2434
Foreign Language3
Zoology IIBIO 2424
Oral
CommunicationSPT 1113
Elective1
Total 15 hrs.

Business Administration/Accounting

First Year

First Semester

English	
Composition I	ENG 1113
History	3
Behavioral	
Science	3
College Algebra	MAT 1313
American National	
Government	PSC 1113
Elective	1
Total	16 hrs.

Second Semester

English	
Composition II	ENG 1123
Fine Arts	3
Finite Mathematics	MAT 1333
Oral Communication	SPT 1113
Micro Computer	
Applications	CSC 1123
Elective	1
Total	16 hrs.

Second Year

First Semester

Science	4
Principles of	
Economics I	ECO 2113
Legal Environment	
of Business	BAD 2413
Principles of	
Accounting I	ACC 1213
Math/Science Elective	3
Total	16 hrs.

Second Semester

Literature	3
Science	4
Principles of	
Economics II	ECO 2123
Business Statistics	BAD 2323
Principles of	
Accounting II	ACC 1223
Total	16 hrs.

Computer Science

First Year

First Semester

English	
Composition I	ENG 1113
General	
Chemistry I	CHE 1213
Foreign Language	3
History	3
Calculus I	MAT 1613
Intro. to Computer	
Concepts	CSC 1113
Total	18 hrs.

Second Semester

English	
Composition II	ENG 1123
Calculus II	MAT 1623
Foreign Language	3
Computer	
Programming I	CSC 1613
Biological Science	3/4
Social Science	
Elective	3
Total	19 hrs.

Second Year

First Semester

Computer	
Programming II	CSC 2623
Calculus III	MAT 2613
Foreign Language	3
Gen. Physics I	PHY 2414
Fine Arts	3
Total	16 hrs.

Second Semester

Oral	
Communications	SPT 1113
Foreign Language	3
Gen. Physics II	PHY 2424
Calculus IV	MAT 2623
Literature, Soc. Sci.,	
or Science	3
Total	16 hrs.

Elementary Education

First Year

First Semester

English	
Composition I	ENG 1113
History	3
The Real	
Number System	MAT 1723
Biological Science	3
American National	
Government	PSC 1113
Physical Education	1
Total	16 hrs.

Second Semester

English	
Composition II	ENG 1123
Oral Communication ...	SPT 1113
Geometry, Measurement	
and Probability	MAT 1733
Personal and Community	
Health I	HPR 1213
Elective	3
Physical Education	1
Total	16 hrs.

Second Year

First Semester

Literature	3
Child Psychology	EPY 2513
World Geography	GEO 1113
College Algebra	MAT 1313
Physical Science	
Survey I	PHY 2243
Elective	1
Total	16 hrs.

Second Semester

Fine Arts	3
Introduction to	
Sociology	SOC 2113
Elective	3
Intro. to Computer	
Concepts	CSC 1113
Electives	4
Total	16 hrs.

Engineering

First Year

First Semester

English	
Composition I	ENG 1113
General	
Chemistry I	CHE 1213
General Chemistry	
Laboratory I	CHE 1211
*Graphic	
Communication I	GRA 1143
Trigonometry	MAT 1323
**Humanities/Social	
Science Elective	3
Calculus I	MAT 1613
Total	19 hrs.

Second Semester

English	
Composition II	ENG 1123
Fine Arts	3
General	
Chemistry II	CHE 1223
General Chemistry	
Laboratory II	CHE 1221
Humanities/	
Social Studies Sequence	3
Calculus II	MAT 1623
Total	16 hrs.

Second Year

First Semester

Engineering	
Physics I	PHY 2514
Calculus III	MAT 2613
**Humanities/Social	
Science Elective	6
FORTTRAN Programming &	
Applications	CSC 2323
Total	16 hrs.

Second Semester

Engineering	
Physics II	PHY 2524
Calculus IV	MAT 2623
Oral	
Communication	SPT 1113
Humanities/	
Social Studies Sequence	3
Differential	
Equations	MAT 2913
Total	16 hrs.

*Check senior college catalog for proper course. Where Organic Chemistry is required Economics I will not be taken.

*Consult university catalog.

**Fifteen (15) hours are required in the humanities and social science. The student must consult the catalog of his/her chosen university concerning number of hours in each area and the sequence to follow.

Forestry and Wildlife

First Year

First Semester

English	
Composition I	ENG 1113
Calculus I	MAT 1613
General	
Chemistry I	CHE 1213
General Chemistry	
Laboratory I	CHE 1211
Biological Science	
Elective	
History	3
Physical Education	1
Total	17 hrs.

Second Semester

English	
Composition II	ENG 1123
General	
Chemistry II	CHE 1223
General Chemistry	
Laboratory II	CHE 1221
Zoology I	BIO 2414
Oral	
Communication	SPT 1113
Fine Arts Elective	3
Physical Education	1
Total	18 hrs.

Forestry and Wildlife majors need to complete several specialized courses during the sophomore year. These courses are taught only at Mississippi State University and therefore students are advised to transfer after the freshman year.

Industrial Technology

First Year

First Semester

English	
Composition I	ENG 1113
Graphic	
Communications.....	GRA 1143
Basic Ind. Electricity	
& Electronics	IED 1813
College Algebra.....	MAT 1313
FORTTRAN	CSC 2323
Total	15 hrs.

Second Semester

English	
Composition II	ENG 1123
Technology	
Graphics	GRA 1153
Wood Technology	IED 1213
Trigonometry	MAT 1323
Business Statistics	BAD 2323
Total	15 hrs.

Second Year

First Semester

General Physics I.....	PHY 2414
Principles of	
Accounting I.....	ACC 1213
General Metal Work.....	IED 2312
History	3
*Restricted Electives	6
Total	18 hrs.

Second Semester

General Physics II.....	PHY 2424
Forging & Welding	IED 2323
General	
Psychology	PSY 1513
Oral	
Communications	SPT 1113
Humanities Elective	3
Total	16 hrs.

*Restricted Electives (Approved by Advisor):

Principles of Economics I (Macroeconomics)	ECO 2113
Calculus I	MAT 1613
General Chemistry I	CHE 1213
General Chemistry II	CHE 1223
Legal Environment of Business	BAD 2413

This program of study is designed for students who want to prepare for employment leading to supervisor, administrative and other types of management positions in the production areas of industry or into Industrial Distribution, wholesale level of sales, distribution and/or installation of industrial products and equipment. Graduates should rapidly become proficient in the various aspects of manufacture, sale, and distribution of industrial products. Job opportunities are excellent.

Liberal Arts Curriculum

First Year

First Semester

English	
Composition I	ENG 1113
Foreign Language	3
College Algebra.....	MAT 1313
Oral Communication, or	
Music Appreciation.....	3
American Nat. Government	
or Introduction to	
Sociology	3
Physical Education	1
Total	16 or 17 hrs.

Second Semester

English	
Composition II	ENG 1123
Foreign Language	3
Math or Science.....	(3 or 4)
Oral Communication, or	
Music Appreciation.....	3
American Nat. Government	
or Introduction to	
Sociology.....	3
Physical Education	1
Total	16 or 17 hrs.

Second Year

First Semester

Literature	3
Foreign Language	3
Principles of	
Economics I.....	ECO 2113
History	3
Laboratory Science.....	(3 or 4)
Total	15 or 16 hrs.

Second Semester

Literature	3
Foreign Language	3
General	
Psychology I	PSY 1513
History	3
Laboratory Science.....	(3 or 4)
Total	15 or 16 hrs.

Some universities require two semester sequences in mathematics, natural sciences, and social sciences. Students should check the university catalog for proper course selection.

Mathematics Major (Non-Education Major)

First Year

First Semester

English
 Composition IENG 1113
 Calculus IMAT 1613
 General
 Chemistry ICHE 1213
 General Chemistry
 Laboratory ICHE 1211
 Foreign Language3
 History3
 Total 16 hrs.

Second Semester

English
 Composition IIENG 1123
 Calculus IIMAT 1623
 General
 Chemistry IICHE 1223
 General Chemistry
 Laboratory IICHE 1221
 Foreign Language 3
 Computer
 Programming ICSC 1613
 American
 Government.....PSC 1113
 Total 19 hrs.

Second Year

First Semester

Literature3
 Calculus IIIMAT 2613
 Foreign Language3
 General
 Physics*PHY 2414
 Oral
 CommunicationSPT 1113
 Total 16 hrs.

Second Semester

Literature3
 Calculus IVMAT 2623
 Foreign Language3
 General
 PhysicsPHY 2414
 Differential
 Equations MAT 2913
 Total 16 hrs.

*Student is encouraged to correspond with his chosen senior college on acceptance of PHY 2414 and PHY 2424.

The College offers three options: 1) Secondary Education - first two years leading to a Mathematics Education Degree, 2) Mathematics Major - first two years leading to a Bachelor of Science or Bachelor of Arts, 3) Mathematics and Computer Science - first two years leading to a double major in mathematics and computer science.

Pre-Cytotechnology

First Year

First Semester

English	
Composition I	ENG 1113
Zoology I ..	BIO 2414
General	
Chemistry I ..	CHE 1213
General Chemistry	
Laboratory I	CHE 1211
College Algebra.....	MAT 1313
*Psychosocial	
Elective.....	3
Total	17 hrs.

Second Semester

English	
Composition II	ENG 1123
Zoology II	BIO 2424
General	
Chemistry II	CHE 1223
General Chemistry	
Laboratory II	CHE 1221
Trigonometry	MAT 1323
Oral	
Communication	SPT 1113
Total	17 hrs.

Second Year

First Semester

Organic	
Chemistry I	CHE 2424
Anatomy &	
Physiology I..	BIO 1514
Microbiology	BIO 2924
Humanities	3
Total	15 hrs.

Second Semester

Organic	
Chemistry II	CHE 2434
Anatomy &	
Physiology II.....	BIO 1524
Humanities	3
Fine Arts.....	3
Elective	3
Total	17 hrs.

This curriculum is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students should consult the most recent Medical Center catalog when planning their schedule. Students must complete all admission requirements before transferring.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

*Select from Psychology, Sociology, Economics, Political Science, or Geography.

Pre-Dental Hygiene

First Year

First Semester

English	
Composition I	ENG 1113
Zoology I	BIO 2414
Principles of	
Chemistry I	CHE 1314
General	
Psychology I	PSY 1513
College Algebra.....	MAT 1313
Total	17 hrs.

Second Semester

English	
Composition II	ENG 1123
Zoology II	BIO 2424
Introduction Organic	
& Biochemistry	CHE 1414
Child or Adolescent	
Psychology.....	3
Introduction to	
Sociology.....	SOC 2113
Total	17 hrs.

Second Year

First Semester

Anatomy &	
Physiology I.....	BIO 1514
Microbiology	BIO 2924
Humanities	
Elective.....	3
Psychosocial	
Elective.....	3
Oral	
Communication	SPT 1113
Total	17 hrs.

Second Semester

Anatomy &	
Physiology II.....	BIO 1524
Humanities	
Elective.....	3
Fine Arts.....	3
Psychosocial	
Electives.....	6
Total	16 hrs.

This curriculum is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students should consult the most recent Medical Center catalog when planning their schedule.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

Pre-Health Record Administration

First Year

First Semester

English	
Composition I	ENG 1113
Zoology I	BIO 2414
General	
Psychology I	PSY 1513
College Algebra.....	MAT 1313
Elective	4
Total	17 hrs.

Second Semester

English	
Composition II	ENG 1123
Zoology II	BIO 2424
Advanced Math -	
Suggested.....	MAT 1333
Fine Arts.....	3
Elective	3
Total	16 hrs.

Second Year

First Semester

Anatomy &	
Physiology I.....	BIO 1514
Principles of	
Accounting I.....	ACC 1213
Humanities	
Elective.....	3
Principles of	
Management	TDM 2323
Intro. to Computer	
Concepts.....	CSC 1113
Total	16 hrs.

Second Semester

Anatomy &	
Physiology II.....	BIO 1524
Principles of	
Accounting II.....	ACC 1223
Humanities	
Elective.....	3
Oral	
Communication	SPT 1113
Elective	3
Total	16 hrs.

This curriculum is designed to meet the admission requirements of the School of Health Related Professions and the School of Nursing at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students should consult the most recent Medical Center catalog when planning their schedule.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

Pre-Law

First Year

First Semester

English	
Composition I	ENG 1113
Foreign Language	3
Western Civ. I	HIS 1113
College Algebra.....	MAT 1313
Oral Communication....	SPT 1113
Activity Elective	1
Total	16 hrs.

Second Semester

English	
Composition II	ENG 1123
Foreign Language	3
Western Civ. II	HIS 1123
Mathematics	3
American National	
Government	PSC 1113
Activity Elective	1
Total	16 hrs.

Second Year

First Semester

Literature	3
Foreign Language	3
Laboratory Science	3 or 4
General Psychology ...	PSY 1513
Activity Elective	
(if needed).....	0 or 1
Total	16 hrs.

Second Semester

Literature	3
Foreign Language	3
Laboratory Science	3 or 4
Intro. to Sociology	SOC 2113
Activity Elective	
(if needed).....	0 or 1
Total	16 hrs.

Most law schools require a baccalaureate degree before admission, although they do not prescribe a specific curriculum. Applicants are advised to select a degree which prepares for an alternate career and which utilizes the student's acquired skills and talents. Courses should also prepare the student for community leadership and should focus on the kind of specialization that interests the individual. The program outlined above is suitable for a Liberal Arts-Political Science major or an "undecided" major.

Pre-Medical and Pre-Dental

First Year

First Semester

English
 Composition IENG 1113
 Gen. Chemistry ICHE 1213
 General Chemistry
 Laboratory ICHE 1211
 College Algebra.....MAT 1313
 Zoology IBIO 2414
 Foreign Language3
 Physical Education1
 Total 18 hrs.

Second Semester

English
 Composition IIENG 1123
 General
 Chemistry IICHE 1223
 General Chemistry
 Laboratory IICHE 1221
 TrigonometryMAT 1323
 Zoology IIBIO 2424
 Foreign Language3
 Physical Education1
 Total 18 hrs.

Second Year

First Semester

Organic
 Chemistry ICHE 2424
 General Physics IPHY 2414
 Social Studies/
 Behavior Science3
 Foreign Language3
 Total 14 hrs.

Second Semester

Organic
 Chemistry IICHE 2434
 Gen. Physics IIPHY 2424
 Oral
 CommunicationSPT 1113
 Foreign Language3
 Total 14 hrs.

Pre-Medical Technology

First Year

First Semester

English

Composition IENG 1113

Zoology IBIO 2414

Gen. Chemistry ICHE 1213

General Chemistry

Laboratory ICHE 1211

General

Psychology IPSY 1513

College Algebra.....MAT 1313

Total 17 hrs.

Second Semester

English

Composition IIENG 1123

Zoology IIBIO 2424

Gen. Chemistry IICHE 1223

General Chemistry

Laboratory IICHE 1221

TrigonometryMAT 1323

Introduction to

SociologySOC 2113

Total 17 hrs.

Second Year

First Semester

Anatomy &

Physiology I.....BIO 1514

Organic

Chemistry ICHE 2424

Humanities

Elective.....3

MicrobiologyBIO 2924

Total 15 hrs.

Second Semester

Anatomy &

Physiology II.....BIO 2524

Organic

Chemistry IICHE 2434

Humanities

Elective.....3

Oral

CommunicationSPT 1113

Fine Arts.....3

Total 17 hrs

This curriculum is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students should consult the most recent Medical Center catalog when planning their schedule.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

Pre-Nursing (B.S.)

First Year

First Semester

English

Composition I	ENG 1113
Gen. Bio. for Majors	BIO 1134
*Principles of Chem. ..	CHE 1314
General	
Psychology I	PSY 1513
College Algebra	MAT 1313
Total	17 hrs.

Second Semester

English

Composition II	ENG 1123
Human Growth & Development	EPY 2523
Intro./Organic/ Biochemistry	CHE 1414
Microcomputer Applications	CSC 1123
Introduction to Sociology	SOC 2113
Total	16 hrs.

Summer Session (Highly Recommended)

Summer Term I

Literature	3
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Summer Term II

Literature	3
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Second Year

First Semester

Anatomy &

Physiology I	BIO 1514
History	3
Personal & Comm. Health	HPR 1213
Fine Arts	3
Microbiology	BIO 2924
Total	17 hrs.

Second Semester

Anatomy &

Physiology II	BIO 1524
Nutrition	HEC 1253
Marriage & Family	SOC 2143
History	3
Oral Communications ..	SPT 1113
General Activities	HPR 1111
Total	17 hrs.

This curriculum is designed to meet the admission requirements of the following Schools of Nursing:

University of Mississippi Medical Center

Delta State University

University of Southern Mississippi

Students must complete all admission requirements before transferring. Other Schools of Nursing may have different admission requirements. Students interested in other schools should consult with the Pre-Nursing Advisor or follow the most recent addition of the chosen school's catalog when planning their schedule.

All Schools of Nursing in the state of Mississippi have limited class sizes with competitive admissions. Students should start the application process early in their sophomore year.

*General Chemistry may be substituted.

Pre-Pharmacy

First Year

First Semester

English

Composition IENG 1113

Gen. Chemistry ICHE 1213

General Chemistry

Laboratory ICHE 1211

**Calculus IMAT 1613

Zoology I or Gen. Bio. I/MJR.....4

*Elective3

Total 17 hrs.

Second Semester

English

Composition IIENG 1123

Gen. Chemistry IICHE 1223

General Chemistry

Laboratory IICHE 1221

Free Elective3

Zoology IIBIO 2424

*Elective3

Total 17 hrs.

Second Year

First Semester

Organic

Chemistry ICHE 2424

Gen. Physics IPHY 2414

Principles of

Accounting IACC 1213

*Elective3

Fine Arts3

Total 17 hrs.

Second Semester

Organic

Chemistry IICHE 2434

Gen. Physics IIPHY 2424

*Electives6

Oral

CommunicationSPT 1113

Total 17 hrs.

*The total fifteen (15) semester hours of electives are to be selected from the areas of social science, behavioral science, humanities, and fine arts to include: (A) nine (9) hours in humanities and fine arts (at least one course must be in humanities and one in fine arts), and (B) six (6) hours in social and/or behavioral sciences.

**Calculus I is required for admission to pharmacy school. College Algebra and/or Trigonometry may be needed as preparation for Calculus I. Trigonometry or Calculus may be used for the free elective.

Pre-Physical Therapy

First Year

First Semester

English	
Composition I	ENG 1113
Zoology I	BIO 2414
Gen. Chemistry I	CHE 1213
General Chemistry	
Laboratory I	CHE 1211
General	
Psychology I	PSY 1513
College Algebra	MAT 1313
Total	17 hrs.

Second Semester

English	
Composition II	ENG 1123
Zoology II	BIO 2424
Gen. Chemistry II	CHE 1223
General Chemistry	
Laboratory II	CHE 1221
Trigonometry	MAT 1323
Child or Adolescent	
Psychology	3
Total	17 hrs.

Second Year

First Semester

Anatomy &	
Physiology I	BIO 1514
General Physics I	PHY 2414
Humanities	
Elective	3
Fine Arts	3
*Social Science	
Elective	3
Total	17 hrs.

Second Semester

Anatomy &	
Physiology II	BIO 1524
General Physics II	PHY 2424
Humanities	
Elective	3
Oral	
Communication	SPT 1113
Total	14 hrs.

This curriculum is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students should consult the most recent Medical Center catalog when planning their schedule.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

*Select from Sociology, Economics, Political Science, or History.

Pre-Veterinary

First Year

First Semester

English	
Composition I	ENG 1113
General	
Chemistry I	CHE 1213
General Chemistry	
Laboratory I	CHE 1211
College Algebra.....	MAT 1313
Zoology I	BIO 2414
*Social/Behavioral	
Science	3
Total	17 hrs.

Second Semester

English	
Composition II	ENG 1123
General	
Chemistry II	CHE 1223
General Chemistry	
Laboratory II	CHE 1221
Trigonometry	MAT 1323
Elective	3
*Social/Behavioral	
Science	3
Total	16 hrs.

Second Year

First Semester

Organic	
Chemistry I	CHE 2424
Gen. Physics I	PHY 2414
Oral	
Communication	SPT 1113
Microbiology	BIO 2924
*Humanities	3
Total	18 hrs.

Second Semester

Organic	
Chemistry II	CHE 2434
Elective	3
*Humanities	3
*Fine Arts	3
Intro. to Computer	
Concepts	CSC 1113
Total	16 hrs.

To be selected from courses that meet the core curriculum requirements at Mississippi State University.

Secondary Education

*Biology/Science Majors

First Year

First Semester

English

Composition IENG 1113

College Algebra.....MAT 1313

Gen. Chemistry I.....CHE 1213

General Chemistry

Laboratory ICHE 1211

History3

Botany IBIO 1313

Total 16 hrs.

Second Semester

English

Composition IIENG 1123

TrigonometryMAT 1323

Gen. Chemistry II.....CHE 1223

General Chemistry

Laboratory IICHE 1221

History3

Botany IIBIO 1323

Total 16 hrs.

Second Year

First Semester

Literature3

Zoology IBIO 2414

Elective3

General

Psychology IPSY 1513

Fine Arts3

Total 16 hrs.

Second Semester

Intro. to Computer

ConceptsCSC 1113

Zoology IIBIO 2424

Oral

CommunicationSPT 1113

Adolescent

PsychologyEPY 2523

Personal and Comm.

Health IHPR 1213

Total 16 hrs.

By proper substitution into the above course outline, a student may meet the lower division requirements for teacher certification in Chemistry, Physics, Combined Science, General Science, or Earth Science.

Secondary Education

English, Social Science, and Library Science

First Year

First Semester

English	
Composition I	ENG 1113
Western	
Civilization I	HIS 1113
World Geography (GEO 1113)	
or Introduction to	
Sociology (SOC 2113)	3
General	
Psychology I	PSY 1513
College Algebra.....	MAT 1313
Physical Education	1
Total	16 hrs.

Second Semester

English	
Composition II	ENG 1123
Western	
Civilization II	HIS 1123
Fine Arts	3
Oral	
Communication	SPT 1113
American National	
Government	PSC 1113
Physical Education	1
Total	16 hrs.

Second Year

First Semester

Literature	3
Science.....	3
American History I.....	HIS 2213
Elective	1
Personal and Community	
Health I	HPR 1213
Math or Science	
Elective.....	3
Total	16 hrs.

Second Semester

Literature	3
Botany I	BIO 1313
American History II.....	HIS 2223
Adolescent	
Psychology	EPY 2523
Electives	4
Total	16 hrs.

Students should select courses for each of the above majors by using a catalog from the senior college they plan to transfer to as their guide.

Secondary Education

Mathematics Majors

First Year

First Semester

English	
Composition I	ENG 1113
*Calculus I.	MAT 1613
History	3
Fine Arts	3
Biological Science	3
Physical Education	1
Total	16 hrs.

Second Semester

English	
Composition II	ENG 1123
Calculus II	MAT 1623
History	3
General	
Psychology I	PSY 1513
Biological Science	3
Physical Education	1
Total	16 hrs.

Second Year

First Semester

Intro. to Computer	
Concepts	CSC 1113
Calculus III	MAT 2613
Literature	3
Personal and Community	
Health I	HPR 1213
*Physical Science	3 or 4
Total	16 hrs.

Second Semester

Literature	3
Calculus IV	MAT 2623
Oral Communication	SPT 1113
American National	
Government or	PSC 1113
Intro. to Sociology	SOC 2113
Total	16 hrs.

*Trigonometry (MAT 1323) and Calculus I (MAT 1613) may be taken concurrently.

*Student is encouraged to consult the bulletin from his chosen senior college for specific course requirements.

The College offers three options: 1) Secondary Education — first two years leading to a Mathematics Education Degree, 2) Mathematics Major — first two years leading to a Bachelor of Science or Bachelor of Arts, 3) Mathematics and Computer Science — first two years leading to a double major in mathematics and computer science. *Students are advised to take MAT 1313 and MAT 1323 in the summer before their freshman year in order to complete the Calculus sequence before transferring.

Secondary Education

Music — Instrument Majors

First Year

First Semester

English

Composition I	ENG 1113
Music Theory I	MUS 1214
College Algebra	MAT 1313
Major Instrument I	2
Class Piano I	MUA 1511
Band I	MUO 1111

Oral

Communication	SPT 1113
Total	17 hrs.

Second Semester

English

Composition II	ENG 1123
Music Theory II	MUS 1224
History	3
Major Instrument II	2
Class Piano II	MUA 1521
Band II	MUO 1121

General

Psychology I	PSY 1513
Elective	1
Total	18 hrs.

Second Year

First Semester

Elective	1
Literature	3
Music Theory III	MUS 2214
Major Instrument III	2
Class Piano III	MUA 2511
Band III	MUO 2111
Music Literature	MUS 2413
Lab Science	3
Total	17 hrs.

Second Semester

Elective	1
Literature	3
Music Theory IV	MUS 2224
Major Instrument IV	2
Class Piano IV	MUA 2521
Band IV	MUO 2121
Elective	3
Lab Science	3
Total	17 hrs.

Participation in Band is required each semester. Instrument majors are required to earn 64 semester hours in addition to Band. A maximum of four semester hours of other music organizations courses may be applied toward an AA degree.

Secondary Education

Music — Piano Majors

First Year

First Semester

English

Composition IENG 1113

Music Theory I.....MUS 1214

College Algebra.....MAT 1313

Piano for Music

Majors IMUA 1573

Class Voice I.....MUA 1711

Oral

CommunicationSPT 1113

Total 17 hrs.

Second Semester

English

Composition IIENG 1123

Music Theory II.....MUS 1224

History3

Piano for Music

Majors IIMUA 1583

Class Voice II.....MUA 1721

General

Psychology IPSY 1513

Total 17 hrs.

Second Year

First Semester

Literature3

Music Theory III.....MUS 2214

Piano for Music

Majors IIIMUA 2573

Music Literature.....MUS 2413

Lab Science.....3

Total 15 hrs.

Second Semester

Literature3

Music Theory IVMUS 2224

Piano for Music

Majors IVMUA 2583

Elective.....3

Lab Science.....3

Total 15 hrs.

Piano majors are required to earn 64 semester hours in addition to Band or Choir. A maximum of four semester hours of other music organizations courses may be applied toward an AA degree.

*Select from Economics, Political Science, or Sociology, Philosophy.

Secondary Education

Music — Voice Majors

First Year

First Semester

English

Composition IENG 1113

Music Theory I.....MUS 1214

College Algebra.....MAT 1313

Voice for Music Education

Majors IMUA 1772

Class Piano IMUA 1511

Choir IMUO 1211

Oral

CommunicationSPT 1113

Total 17 hrs.

Second Semester

English

Composition IIENG 1123

Music Theory II.....MUS 1224

History3

Voice for Music Education

Majors IIMUA 1782

Class Piano IIMUA 1521

Choir IIMUO 1221

General

Psychology IPSY 1513

Total 17 hrs.

Second Year

First Semester

Elective1

Literature3

Music Theory III.....MUS 2214

Voice for Music Education

Majors IIIMUA 2772

Class Piano IIIMUA 2511

Choir IIIMUO 2211

Music Literature.....MUS 2413

Lab Science.....3

Total 17 hrs.

Second Semester

Elective1

Literature3

Music Theory IVMUS 2224

Voice for Music Education

Majors IVMUA 2782

Class Piano IVMUA 2521

Choir IVMUO 2221

Elective3

Lab Science.....3

Total 17 hrs.

Participation in Choir is required each semester. Voice majors are required to earn 64 semester hours in addition to Choir. A maximum of four semester hours of other music organizations courses may be applied toward an AA degree.

*Select from Economics, Political Science, or Sociology.

Secondary Education

Physical Education

First Year

First Semester

English	
Composition I	ENG 1113
History	3
College Algebra.....	MAT 1313
Intro. to Health, Physical Education, & Recreation.....	HPR 1313
General	
Psychology I	PSY 1513
P.E./Varsity Sports	
Activity	1
Total	16 hrs.

Second Semester

English	
Composition II	ENG 1123
History	3
Personal and Comm.	
Health I	HPR 1213
First Aid.....	HPR 2213
Oral	
Communication	SPT 1113
P.E./Varsity Sports	
Activity	1
Total	16 hrs.

Second Year

First Semester

Literature	3
Zoology I	BIO 2414
*Electives.....	3
Recreational	
Leadership.....	HPR 2323
*Elective	3
P.E./Varsity Sports	
Activity	1
Total	17 hrs.

Second Semester

Literature	3
Math or Science	
Elective.....	3
Physical Science	
Survey II.....	PHY 2253
Fine Arts.....	3
Adolescent	
Psychology	EPY 2523
P.E./Varsity Sports	
Activity	1
Total	16 hrs.

Physical Education majors are required to take the activities courses even though participating in varsity sports.

*Select from Economics, Political Science, Sociology, or Geography.

Secondary Education

Technology Teacher Education

First Year

First Semester

English
Composition IENG 1113
Graphic
CommunicationsGRA 1143
American
GovernmentPSC 1113
College Algebra.....MAT 1313
General
Psychology IPSY 1513
Total 15 hrs.

Second Semester

English
Composition IIENG 1123
Technology
GraphicsGRA 1153
Wood TechnologyIED 1213
TrigonometryMAT 1323
Natural Science w Lab
or Higher Level Math.....3
Total 15 hrs.

Second Year

First Semester

General Metal Work.....IED 2312
Basic Ind. Elec. &
ElectronicsIED 1813
General Physics IPHY 2414
Principles of
Economics I.....ECO 2113
Oral
CommunicationSPT 1113
Lit. or Calculus I.....3
Total 18 hrs.

Second Semester

Forging & WeldingIED 2323
History3
General Physics II.....PHY 2424
Microcomputer
ApplicationsCSC 1123
Personal & Community
HealthHPR 1213
Total 16 hrs.

This program of study is designed to meet teacher certification requirements in technology education. This includes basic vocational education, trade, and industrial education, as well as diversified technology and industrial arts.

**Nursing, ADN
Grenada Center**

First & Second Summer Sessions

Anatomy & Physiology I & II	BIO 1514, 1524
Total	8 hrs.

First Year

First Semester

English	
Composition I	ENG 1113
General	
Psychology I	PSY 1513
Fundamentals of	
Nursing	NUR 1118
Nutrition	HEC 1253
Total	17 hrs.

Second Semester

English	
Composition II	ENG 1123
Psychiatric/Mental	
Health Nursing	NUR 2134
Human Growth	
& Development	EPY 2533
Family & Community	
Nursing	NUR 2148
Total	18 hrs.

Second Year

First Semester

Microbiology	BIO 2924
Adult-Child	
Nursing I	NUR 1128
Pharmacology	NUR 2112
Total	14 hrs.

Second Semester

Oral	
Communication	SPT 1113
Adult-Child	
Nursing II	NUR 2158
Management of Nursing	
Care	NUR 2163
Total	14 hrs.

Enrollment in NUR courses is limited to students who have been admitted into the ADN program. Nursing courses must be taken in sequence. The prescribed curriculum plan is to be followed unless exceptions are approved by the ADN Director and Academic Dean. Once students are accepted into the program, they are required to take all remaining coursework with Holmes Community College. Students are required to enroll for a minimum of 12 semester hours each fall semester provided coursework is available for which they do not have prior credit.

Prior credit for science courses taken eight years or longer before the beginning of the Nursing Program will not be allowed.

Graduation with an Associate of Applied Science Degree from the AD Nursing program qualifies the graduate to apply to the Mississippi (or other state) Board of Nursing to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN). That board of nursing will process the application. Applicants are subjected to the **State of Mississippi (or other state) Law and Rules and Regulations: Regulating The Practice of Nursing in Mississippi.**

ASSOCIATE DEGREE NURSING PROGRAM ADVANCED PLACEMENT

Placement: Summer preceding third semester

Credit: Twenty (20) semester hours

Prerequisites: BIO 1514, BIO 1524, ENG 1113, ENG 1123, EPY 2523, PSY 1513, HEC 1253.

Description: The ADN Advanced Placement Program is designed to move LPN's and other health-care professionals through four semesters of nursing courses in twelve months of full-time study. Credit is applied toward an associate degree in nursing based upon previous experience. The Advanced Placement course assists the student to master first-year areas from NUR 1118 (Fundamentals), NUR 2148 (OB/Peds), and NUR 2134 (Psychiatric Mental Health) during an intensive 10-week session in the first summer.

Applicants must make a score of 11.9 or higher on the Nelson-Denny to be considered for admission.

Other requirements for admission and graduation are the same as for those students entering the regular track.



TECHNICAL EDUCATION

Technical education programs, leading to the Associate of Applied Science degree, represent a blending of general academic and technical specialty courses. They are offered on a semester-hour basis.

The technical programs are designed for the student who wishes to go to work upon completion of junior college. The programs are not designed to transfer and are referred to as terminal programs. Most programs contain some courses which may not apply toward a bachelor's degree.

The student who completes a technical education program will be prepared to enter the work force at a level of the semi-professional or technician. The demand for trained people at this level is very great and is expected to become greater.

TECHNICAL EDUCATION PROGRAM

Programs and Locations	Goodman Campus	Grenada Campus	Ridgeland Campus
Automotive Technology	X		
Business Technology:			
Accounting	X	X	X
Computer Programming			
Medical Office	X	X	X
Microcomputer Information System	X	X	X
Office Systems	X	X	X
Collision Repair Technology	X		
Drafting and Design Technology	X	X	X
Electronics Technology		X	X
Emergency Medical Technology	X	X	X
Forest Technology		X	
Heating/AC/Refrigeration Technology	X		
Machine Tool/Machine			
Shop Technology	X		X
Marketing Management Technology:			
Fashion Marketing Option			X
Marketing Option			X
Surgical Technology		X	

Work-Based Learning is available to students enrolled in vocational, technical programs.

TECHNOLOGY PREPARATION (Tech Prep)

The primary purpose of the Tech Prep program is to provide to students a non duplicative sequence of progressive achievement leading to competencies needed for satisfactory performances in meeting educational and employment standards.

The Holmes Community College District collaborates with district secondary schools to plan, organize, develop and implement a tech-prep program in Technology Education. The specific purpose is to develop a combined secondary and postsecondary program which:

- 1) leads to an associate degree or 2-year certificate;
- 2) provides technical preparation in at least one area of technology education;
- 3) builds student confidence in applied mathematics, applied science, and applied communications through a sequential course of study which includes academics;
- 4) leads to placement in employment.

The tech-prep program is designed to provide the opportunities for the elimination of duplicated learning; better use of instructional resources; more effective technology programs; a better educated student through enhanced educational opportunities that contribute to living and working in a technological society; and to enhance the economic development process of the district.

Cooperative Education (Ridgeland Campus)

The Cooperative Education program provides the opportunity for a student to earn credit by completing supervised work experience in a job setting related to his major field of study. The employing firm, the type of work experience, and the student's work and class schedule must be approved by the faculty advisor and the Cooperative Education Coordinator. Students are required to submit written reports on projects related to their employment. A minimum of fifteen hours per week of work experience and attendance at weekly seminars are required.

CREDIT: Technical majors may use cooperative education credit to fulfill requirements for a technical elective, a free elective, and, subject to advisor approval, a restricted technical elective. Cooperative education credit **will not** be substituted for a required academic or technical course.

Academic majors may apply up to twelve (12) semester hours of cooperative education credit toward the associate degree awarded by Holmes Community College. However, they are cautioned that the applicability of this credit toward a bachelor's degree is determined by the senior college.

Guidelines for participation are available from the Cooperative Education Coordinator at the Ridgeland Campus.

Work-Based Learning Program Description (Grenada Center)

Work Based Learning is a program that offers supervised work experience for Vocational Technical majors. The curriculum blends academic and Vocational Technical classroom learning with work-site experience to prepare students for high quality jobs requiring technical skills or for further education or advanced training.

Students must be employed in their field of study for a minimum of 15 hours per week. Total clock hours at the work-site are logged and certified by the Work-Based Learning Coordinator. All course requirements are monitored by the Work-Based Learning Coordinator. Four semesters of Work-Based Learning are offered with 1 - 3 semester hours credit available per semester.

Automotive Technology (Goodman Campus)

First Year

First Semester

Basic Engine Performance	ATT 1414
Basic Fuel Systems	ATT 1513
Engine Repair	ATT 1715
*English Composition	ENG 1113
Total	15 hrs.

Second Semester

Electrical Systems.....	ATT 1114
Computer Controlled Emission System	ATT 2524
Computerized Engine Controls	ATT 2535
**Math/Science Elect.	3
Total	16 hrs.

Second Year

First Semester

Brakes	ATT 1213
Heating Air Cond.	ATT 2614
Automatic Trans/Axle...	ATT 2325
*Humanities/Fine Arts	3
Total	15 hrs.

Second Semester

Steering Suspension System.....	ATT 2334
Wheel Alignment.....	ATT 2343
Manual Drive Trans/Axle	ATT 1315
*Oral Communications	SPT 1113
*Social/Behavior Science.	3
Total	18 hrs.

Students who lack entry level skills in math, English, science, etc. will be provided related studies. Related essential skills will be taught co-curricular.

PROGRAM DESCRIPTION: **Automotive Technology** is an articulated certificate technical program designed to provide advanced and technical skills to its students. The instructional program prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instruction is included in the diagnosis of malfunctions in and repair of engines; fuel, electrical, cooling, and brake systems; and drive train and suspension systems. Also instruction is given in the adjustment and repair of individual components such as transmissions and carburetors.

*Certificate option or technical course substitution must have instructor and director approval.

TOYOTA OPTION

The Toyota Technical Education Network is a curriculum which incorporates on-the-job experience with classroom theory to prepare students for employment in today's automotive industry. Through problem solving and hands-on experience, students are exposed to the latest technology and servicing of the various systems on Toyota products.

Automatic Transmission	AMT 2623
Manual Transmission Transaxle	AMT 3013
Suspension Steering	AMT 4523
Brake Systems	AMT 5503
Electric Mastery	AMT 6223
Body Electrical Diagnostic	AMT 6523
Air Conditioning	AMT 7503
E F I & T C C S Engine Control	AMT 8503

Certificates for the above listed courses are awarded by the Toyota Corporation. These courses can only be taken in conjunction with the Automotive Technology Curriculum. No institutional credit is awarded for these courses.

Business and Office and Related Technology

The Business and Office and Related Technology program includes a basic core of courses designed to prepare a student for a variety of entry level positions through selection of a concentration of 64 to 67 semester credit hours in the following areas and to earn an Associate of Applied Science degree:

Programs and Locations	Goodman Campus	Grenada Campus	Ridgeland Campus
Accounting	X	X	X
Computer Programming Technology		X	
Medical Office Technology	X	X	X
Microcomputer Information Systems Technology	X	X	X
Office Systems Technology	X	X	X

The Business and Office and Related Technology curriculum is designed to give each student:

- a broad overview of the entire office function, not only his/her individual position
- an opportunity to investigate the intergration of systems—people and technology
- an exposure to career options available within the office which involves the coordination of people, equipment, and resources as well as an opportunity to recognize the relationship between worker and supervisor
- a concentration of skills in a specific area
- preparation for entry level employment and advancement in computer programming and systems analysis

Business and Office and Related Technology is a two-year program of study which requires courses in the vocational-technical core, designated areas of concentration, and the academic core. The Associate of Applied Science degree is earned upon the successful completion of the Business and Office and Related Technology curriculum. Successful completion of the first year of this program entitles a student to receive an Office Assistant certificate.

Business and Office Technology Accounting

First Year

First Semester

Business	
Accounting	BOT1433
Document Formatting & Production	BOT 1113
Microcomputer Applications	BOT 1133
Applied Bussiness Mathematics	BOT 1313
Mechanics of Communication	BOT 1713
Keyboard Speed Building	BOT 1122
Total	17 hrs.

Second Semester

English	
Composition	ENG 1113
Word Processing Applications	BOT 1143
Records Management	BOT 1413
Principles of Accounting I	ACC 1223
Business Communications	BOT 2813
Electronic Spreadsheets	BOT 1813
Total	18 hrs.

Second Year

First Semester

Professional	
Development	BOT 1213
Computerized Accounting	BOT 2413
Oral Communications	SPT 1113
Operating Systems	BOT 2142
Math/Natural Science Elective	3
Principles of Accounting II	ACC 1223
Total	17 hrs.

Second Semester

Advanced	
Microcomputer Applications	BOT 2713
Accounting Elective or Supervised Work Experience	BOT 2913
Desktop Publishing	BOT 2133
Social Behavioral Science Elective	3
Humanities, Fine Arts Elective	3
Total	15 hrs.

This program is designed as a continuation of the secondary Business Technology curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate and/or document mastery of identified competencies, will be enrolled in one or more additional basic skills courses.

Students who lack entry level skills will be provided related studies.

Business and Office Technology Medical Office

First Year

First Semester

Mechanics of Communication	BOT 1713
Applied Business Mathematics	BOT 1313
Document Formatting & Production	BOT 1113
Microcomputer Applications	BOT 1133
Keyboard Speed Building	BOT 1122
Medical Office Terminology I	BOT 1613
Total	17 hrs.

Second Semester

Word Processing Applications	BOT 1143
Business Accounting... or Prin of Acc. I	BOT 1433 ACC 1213
Records Management	BOT 1413
Medical Office Terminology II	BOT 1623
English Composition	ENG 1113
Business Communication	BOT 2813
Total	18 hrs.

Second Year

First Semester

Medical Machine Transcription I	BOT 2523
Computerized Accounting	BOT 2413
Oral Communication	SPT 1113
Math/Natural Science Elective	3
Medical Office Concepts	BOT 2743
Operating Systems	BOT 2142
Total	17 hrs.

Second Semester

Medical Machine Transcription II	BOT 2533
Advanced Microcomputer Applications	BOT 2713
Social/Behavioral Science Elective	3
Humanities/Fine Arts Elective	3
Medical Information Management	BOT 2753
Total	15 hrs.

This program is designed as a continuation of the secondary Business Technology curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate and/or document mastery of identified competencies will be enrolled in one or more additional basic skills courses.

Students who lack entry level skills will be provided related studies.

Business and Office Technology **Microcomputer Information Systems Technology**

First Year

First Semester

Business	
Accounting	BOT 1433
Applied Business	
Math	BOT 1313
Microcomputer	
Applications	BOT 1133
Document Formatting	
& Production	BOT 1113
BASIC Programming	
Language	CPT 1224
Mechanics of	
Communication	BOT 1713
Total	19 hrs.

Second Semester

Electronic	
Spreadsheets	BOT 1813
Business	
Communication	BOT 2813
Word Processing	
Applications	BOT 1143
English	
Composition	ENG 1113
Social/Behavioral	
Science Elective	3
Total	15 hrs.

Second Year

First Semester

Professional	
Development	BOT 1213
Computerized	
Accounting	BOT 2413
Oral	
Communication	SPT 1113
Math/Natural Science	
Elective	3
Database	
Management	BOT 2323
Operating Systems	BOT 2142
Total	17 hrs.

Second Semester

Network	
Management	BOT 2153
Humanities/Fine Arts	
Elective	3
Advanced Microcomputer	
Applications	BOT 2713
Computer	
Operations	CPT 1313
Desktop Publishing	BOT 2133
Total	15 hrs.

This program is designed as a continuation of the secondary Business Technology curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate and/or document mastery of identified competencies will be enrolled in one or more additional basic skills courses.

Students who lack entry level skills will be provided related studies.

Business and Office Technology

Office Systems Technology

First Year

First Semester

Business	
Accounting	BOT 1433
or Principles of	
Accounting I	ACC 1213
Applied Business	
Math	BOT 1313
Document Formatting	
& Production	BOT 1113
Microcomputer	
Applications	BOT 1133
Keyboard Speed	
Building	BOT 1122
Mechanics of	
Communication	BOT 1713
Total	17 hrs.

Second Semester

Oral	
Communication	SPT 1113
Business	
Communication	BOT 2813
Word Processing	
Applications	BOT 1143
Records	
Management	BOT 1413
English	
Composition I	ENG 1113
Electronic	
Spreadsheets	BOT 1813
Total	18 hrs.

Second Year

First Semester

Professional	
Development	BOT 1213
Computerized	
Accounting	BOT 2413
Database	
Management	BOT 2323
Math/Natural Science	
Elective	3
Machine	
Transcription	BOT 1513
Operating Systems	BOT 2142
Total	17 hrs.

Second Semester

Advanced	
Microcomputer	
Applications	BOT 2713
Administrative Office	
Procedures	BOT 2723
Social/Behavioral Science	
Elective	3
Desktop Publishing	BOT 2133
Humanities/Fine Arts	
Elective	3
Total	15 hrs.

This program is designed as a continuation of the secondary Business and Technology curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate and or document mastery of identified competencies will be enrolled in one or more additional basic skills courses.

Students who lack entry level skills will be provided related studies.

Computer Information Systems Technology

Computer Programming Option

First Year

First Semester

Survey/Micro Applications	CPT 1324
Computer Concepts	CPT 1124
Principles of Accounting I	ACC 1213
English Composition I	ENG 1113
BASIC Programming Language	CPT 1214
Total	18 hrs.

Second Semester

System Adm & Control	CPT 1343
Social Behavioral Science Elective	3
Operating Systems	BOT 2142
Computerized Accounting	BOT 2413
COBOL Programming Language	CPT 1234
Total	15 hrs.

Second Year

First Semester

Oral Communication	SPT 1113
Database Programming	CPT 2244
RPG Programming Language	CPT 1224
Math Natural Science	
*Elective	3
Network Management	CPT 2153
Total	17 hrs.

Second Semester

Advanced RPG Programming Language	CPT 2264
Business Communications	BOT 2813
Systems Analysis & Design	CPT 2354
Humanities Fine Arts Elective	3
**Elective	3
Total	17 hrs.

This program is designed as a continuation of the secondary high school Business Technology curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate and/or document mastery of identified competencies will be enrolled in one or more additional basic skills courses.

Students who lack entry level skills will be provided related studies.
Note: A minimum grade of "C" is required in each programming course before a student may continue in the Computer Technology program or receive a certificate.

To be admitted to the Computer Technology (two-year) program, a prospective student must meet the following requirements in addition to the general admission requirements of the school district.

1. Minimum composite ACT score of 16.
 2. Minimum ACT score on math and reading comprehension section of 16.
 3. Score of "C" or better on PAT or SRA programming aptitude test.
- **Programming Language Elective, Work-Based Learning in Computer Information Systems Technology, or other approved related technical or academic course.**

Collision Repair Technology (Goodman Campus)

First Year

First Semester

Restraint Systems & Interior Trim	ABT 1113
Automotive Body Welding & Cutting	ABT 1213
Sheet Metal Repair.....	ABT 1414
*Humanities/Fine Arts Elective.....	3
*English Composition I	ENG 1113
Refinishing I.....	ABT 1313
Total	18 hrs.

Second Semester

Bolted Units, Assemblies & Electrical Systems	ABT 1123
Body Panel & Upper Structural Repair I...	ABT 1423
Glass & Related Hardware Installation & Sealing.....	ABT 1133
Refinishing II.....	ABT 1324
*Math Elective	3
Total	16 hrs.

Second Year

First Semester

Refinishing III.....	ABT 2333
Frame & Underbody Structural Repair I	ABT 2513
Body Panel & Upper Structural Repair II	ABT 2434
Fiberglass & Plastic Repair	ABT 2613
*Social/Behavior Science Elective.....	3
Total	16 hrs.

Second Semester

Frame & Underbody Structural Repair II	ABT 2524
**Vocational-Technical Elective.....	3
Collision Analysis & Estimation	ABT 2713
*Oral Communication	SPT 1113
*Science & Technology	PHY 2263
Total	16 hrs.

Students who lack entry level skills in math, English, science, etc., will be provided related studies.

Baseline competencies are taken from the high school Automotive Body Repair program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

** Approved Electives:

Special Problem in

Collision Repair TechnologyABT 2911, 2912 or 2913

Work-Based Learning in

Collision Repair TechnologyABT 2921, 2922, or 2923

Shop Operation & ManagementABT 2813

PROGRAM DESCRIPTION: **Collision Repair Technology** is an articulated certificate/technical instructional program designed to prepare students for entry level into the Collision Repair and Refinishing trade. Upon completion of this program, the student should be prepared for beginning positions as body, frame, and refinish technicians. Students will be provided theory and practical repair and refinish work beginning with basic applications and progressing on to heavy collision repairs requiring major body and frame alignment and panel replacement. The instruction includes all phases necessary to teach collision repair including glass replacement, welding, replacement of hardware and trim items, cosmetic, and structural repairs.

*Certificate option or technical course substitution must have instructor and director approval.

Drafting and Design Technology General & Architectural Drafting

First Year

First Semester

English	
Composition I	ENG 1113
Oral	
Communication	SPT 1113
College Algebra.....	MAT 1313
Fundamentals	
of Drafting	DDT 1114
Principles of CAD.....	DDT 1313
Total	16 hrs.

Second Semester

English	
Composition II	ENG 1123
Machine Drafting I.....	DDT 1133
Descriptive	
Geometry	DDT 1153
Intermediate CAD	DDT 1323
Social/Behavioral	
Science Elective.....	3
Total	15 hrs.

Second Year

First Semester

Architectural	
Design I	DDT 1613
Elementary	
Surveying.....	DDT 1413
Machine Drafting II.....	DDT 2163
Advanced CAD	DDT 2343
Technical Elective	3
Free Elective.....	3
Total	18 hrs.

Second Semester

Structural Drafting	DDT 2233
Mapping &	
Topography	DDT 2423
Technical Elective	3
Technical Elective	3
Technical Elective	3
Total	15 hrs.

Technical Electives:

Quality Assurance.....	DDT 2263
Geometric Dimensioning	
& Tolerancing	DDT 1143
Construction	
Materials	DDT 1213
Cost Estimating.....	DDT 2243
Statics & Strengths	
of Materials	DDT 2253

Architectural	
Design II	DDT 2623
Special Project.....	DDT 2913
Introduction to	
Multimedia	DDT 2923
Science &	
Technology.....	PHY 2263
Computer Numerical Control	
Drafting (CNC).....	DDT 2363
Electronic Drafting.....	DDT 2513

Students who lack entry level skills in math, English, science, etc. will be provided related studies. Baseline competencies are taken from the high school General Drafting program. Students who can document attainment of these competencies should not receive duplicate instruction. Students who cannot demonstrate attainment will be required to do so.

All technical electives **MUST** be scheduled or approved by an instructor in the Drafting and Design Department. Special Project can only be taken in the last semester to complete the curriculum.

In the General & Architectural Drafting Concentration, a combination of classwork and practical experience is stressed. Completion of a minimum of 64 semester credit hours of coursework in the two year program leads to an associate in applied science degree. Students who complete the first year of the program (a minimum of 32 semester credit hours) are eligible to receive a Certificate of Drafting and Design Technology.

Electronics Technology **(Grenada and Ridgeland)**

First Year

First Semester

D. C. Circuits.....EET 1114
 Digital Electronics.....EET 1214
 College Algebra.....MAT 1313
 Computer Related
 Elective.....3
 Total 14 hrs.

Second Semester

A. C. Circuits.....EET 1123
 Solid State DevicesEET 1314
 Microprocessors.....EET 1324
 English
 Composition I ENG 1113
 *Technical Elective3
 Total 17 hrs.

Second Year

First Semester

Linear Integrated
 CircuitsEET 2334
 Electronic
 CommunicationEET 2414
 Humanities/Fine Arts Elective ..3
 Oral Communication...SPT 1113
 *Technical Elective3
 Total 17 hrs.

Second Semester

Interfacing
 Techniques.....EET 2514
 Social/Behavioral Science
 Elective.....3
 *Technical Electives.....6
 Special Projects.....EET 2913
 Total 16 hrs.

PROGRAM DESCRIPTION: **Electronic Technology** an instructional program that prepares individuals to support the electronic engineer and other professionals in the design, development, modification, and testing of electronic circuits, devices, and systems. Includes instruction in practical circuit feasibility; prototype development and testing; systems analysis including design, selection, installation, calibration, and testing; solid-state and microminiature circuits; and the application of engineering data to specific problems in the electronics field.

*Electives must be approved by instructor

Suggested electives:

Introduction to Multimedia.....DDT 2923
 Electronic DraftingDDT 2513
 Co-Op EducationTCE 1113, 2123, 3133, 4133
 Introduction to Computers.....CPT 1113
 or other Computer Related Courses
 Physical Science Survey.....PHY 2243
 General PhysicsPHY 2414
 TrigonometryMAT 1323

Emergency Medical Technology – Paramedic
(Holmes Community College &
University of Miss. Medical Center)

First Year (HCC)

First Semester

*Emergency Medical
 Tech- BasicTEM 1116
 English
 Composition IENG 1113
 College Algebra.....MAT 1313
 Anatomy &
 Physiology I.....BIO 1514
 Principles of
 Chemistry ICHE 1314
 Total 20 hrs.

Second Semester

English
 Composition IIENG 1123
 Introduction to
 Sociology.....SOC 2113
 General
 Psychology IPSY 1513
 Anatomy &
 Physiology II.....BIO 1524
 Oral
 CommunicationsSPT 1113
 Total 18 hrs.

Second Year (UMC)

First Semester

Intro to
 Paramedicine.....EMT 101
 Applied Anatomy &
 PhysiologyEMT 102
 Fluids, Electrolytes &
 Shock.....EMT 103
 Foundation of
 Emergency CareEMT 104
 Clinic I.....EMT 105
 Field Internship I.....EMT 106
 Laboratory IEMT 117
 Cardiology I.....EMT 124
 Total 13 hrs.

Second Semester

Pulmonary
 ConditionsEMT 107
 Pharmacology.....EMT 108
 Cardiology II.....EMT 109
 Trauma.....EMT 110
 OB-GYN/PEDS.....EMT 111
 Med Urgencies/
 EmergenciesEMT 112
 Laboratory IIEMT 118
 Clinical IIEMT 113
 EMS Supervision/
 MGMTEMT 119
 Total 14 hrs.

Summer Session (UMC)

Clinic III.....EMT 114
 Field Internship II.....EMT 115
 Total 7 hrs.

*Course is taught at night, cost \$350.

PROGRAM DESCRIPTION: The Emergency Medical Technology – Paramedic Program is designed for students who are planning to complete the professional, technical, and clinical education compo-

ment of the paramedic program at the University of Mississippi Medical Center. Entrance into the Emergency Medical Technology program is based on admission requirements for the allied health programs. Students completing the one-year certificate program are eligible for acceptance into the second-year component at the University Medical Center. Emergency Medical Technicians are employed to initially treat and transport the victims to the hospital. The EMT-I has additional training to access trauma patients and administer some treatment. Paramedics are highly trained technicians who are qualified at advanced life support levels.

NOTE! Upon completion of the sophomore year courses at UMMC, students will have their official UMMC transcript forwarded to Holmes Community College and complete a Holmes Community College degree application for the AAS degree to be awarded.

Forest Technology (Grenada Center)

First Year

First Semester

English

Composition I	ENG 1113
Dendrology	FOT 1713
Survey of Forestry	FOT 1813
Silviculture I	FOT 1614
Elementary Surveying	DDT 1413
Total	16 hrs.

Second Semester

Forest

Measurements	FOT 1114
Silviculture II	FOT 1624
Botany I	BOT 1314
Humanities/Fine Arts Elective	3
Approved Elective	3
Total	18 hrs.

Second Year

First Semester

Forest

Protection	FOT 2313
Timber Harvesting	FOT 2414
Oral Communication ..	SPT 1113
Social/Behavioral Science Elective	3
Approved Elective	3
Total	16 hrs.

Second Semester

Forest Products

Utilization	FOT 2514
*Internship	FOT 2914
*Internship	FOT 2925
Applied Soil Conservation	FOT 1712
Total	15 hrs.

*May be scheduled during the summer

PROGRAM DESCRIPTION **Forest Technology** is an intensive program of instruction and training to prepare individuals for service in different aspects of forest management operations. Major topics of the program include: the role of foresters in society; the identification and valuation of forest and ornamental woody species; the manipulation of forest stands to produce specific benefits, the impacts of fire, insects, and disease in forest stands; forest measurement and mapping methods; and timber harvesting and utilization systems. Emphasis throughout the program is placed upon developing strong communication skills through written and oral assignments and upon developing a professional attitude of conduct.

Heating, Air-Conditioning and Refrigeration Technology (Goodman Campus)

First Year

First Semester

Basic Compression Refrigeration	ACT 1114
Climate Controls I.....	ACT 1213
Air Conditioning I.....	ACT 1413
Heat Load Calculations and Duct Sizing.....	ACT 2623
*College Algebra	MAT 1313
Total	16 hrs.

Second Semester

Climate Controls II.....	ACT 1223
Residential Refrig.....	ACT 1313
Commercial Systems ..	ACT 1324
Tubing and Pipe	ACT 1913
Air Conditioning II.....	ACT 2423
Total	16 hrs.

Second Year

First Semester

Computerized Energy MGT I.....	ACT 2513
Psychometrics.....	ACT 2611
Introduction to Computers	CPT 1113
Electrical Power.....	ELT 1214
*English Comp I.....	ENG 1113
Technical Elective.....	3
Total	17 hrs.

Second Semester

*Humanities/Fine Arts Elective.....	3
Air Conditioning III.....	ACT 2433
Computerized Energy MGT II.....	ACT 2523
*Oral Communications	SPT 1113
*Social/Behavioral Science Elective.....	3
Total	15 hrs.

Students who lack entry level skills in math, English, science, etc. will be provided related studies. Related essential skills will be taught co-curricular.

Heating and Air Conditioning Technology is an articulated certificate/technical instructional program that prepares individuals to work in engineering departments or private firms installing, maintaining, and operating small or medium air conditioning, heating, and refrigeration systems. Instruction prepares individuals to work in a commercial organization performing special tasks relating to designing ductwork, assembly, installation, servicing, operation, and maintenance of heating and cooling systems according to the standards of the American Society of Heating, Refrigeration, and Air Conditioning Engineers, Inc. and Air Conditioning Refrigeration Institute (ARI). Included are air conditioning, heating, and refrigeration devices; equipment, techniques, and systems; and maintenance and operation of these systems.

*Certificate option or technical course substitution must have instructor and director approval.

Machine Tool Operation Machine Shop Technology

First Year

First Semester

*English	
Composition I	ENG 1113
*Advanced Shop	
Math	MST 1313
Blueprint Reading	MST 1413
Power Machinery I	MST 1117
Total	16 hrs.

Second Semester

*College	
Algebra.....	MAT 1313
Power Machinery II	MST 1127
Precision Layout	MST 1613
Advanced Blueprint....	MST 1423
Total.....	16 hrs.

Second Year

First Semester

*English	
Composition II	ENG 1123
*Principles of CAD	DDT 1313
Power Machinery III ...	MST 2135
Computer Numerical Control	
Operations I	MST 2714
Total	15 hrs.

Second Semester

Power Machinery IV...	MST 2145
Computer Numerical Control	
Operations II	MST 2725
Metallurgy	MST 2812
*Oral	
Communication	SPT 1113
*Social/Behavioral Science	
Elective.....	3
Total	18 hrs.

Machine Tool Operation/Machine Shop Technology is an articulated certificate/technical instructional program to provide advanced skills to its students. The instructional program prepares individuals to shape metal parts or machines such as lathes, grinders, drill presses, and milling machines. Included is instruction in making, computations related to work dimensions, testing, feeds, and speeds of machines; using precision measuring instruments such as layout tools, micrometers, and gauges, machining and heat-treating various metals, and in laying out machine parts. Also included is instruction in the operation and maintenance of computerized equipment.

Students who lack entry level skills in math, English, science, etc. will be provided related studies. Related essential skills will be taught co-curricular.

*Certificate option or technical course substitution must have instructor and director approval.

**Marketing Management Technology
Fashion Marketing Option
(Ridgeland Campus)**

First Year

First Semester

English
Composition IENG 1113
Fashion Designs
FundamentalsFMT 1113
*Management Elective3
Visual
MerchandisingFMT 2414
**Marketing
Seminar IMMT 1711
Salesmanship.....MMT 1313
Total 17 hrs.

Second Semester

Marketing IMMT 1113
English
Composition IIENG 1123
Merchandising
MathMMT 1413
Oral
CommunicationSPT 1113
**Marketing
Seminar IIMMT 1721
Fashion Marketing.....FMT 1213
Total 16 hrs.

Second Year

First Semester

Product KnowledgeFMT 1223
Computer Elective3
College Algebra.....MAT 1313
AdvertisingMMT 1323
Textiles in Fashion.....FMT 1313
**Marketing.....
Seminar IIIMMT 1731
Total 16 hrs.

Second Semester

BuyingFMT 1233
Accounting Elective3
Social/Behavioral Science
Elective.....3
EntrepreneurshipMMT 2513
Work-Based Learning
in Fashion IFMT 2914
**Marketing
Seminar IVMMT 1741
Total 17 hrs.

***Management Electives:**

ManagementMMT 2213
Retail Management.....MMT 2423
Human Resource ManagementMMT 2233
Marketing Management Decision Making.....MMT 2243

****Approved substitutions for Seminar:**

Any Management Elective or:
Image & Wardrobe ConsultingFMT 2513
Work-Based Learning in Fashion II.....FMT 2924
Marketing IIMMT 1123
Other instructor approved related technical or academic course

Option:

New York Studies TourMMT 2912

**Marketing Management Technology
Marketing Option
(Ridgeland Campus)**

First Year

First Semester

English
Composition IENG 1113
Computer Elective3
Marketing IMMT 1113
Salesmanship.....MMT 1313
Marketing
Seminar IMMT 1711
Social/Behavioral Science
Elective.....3
Total 16 hrs.

Second Semester

English
Composition IIENG 1123
Marketing
Seminar IIMMT 1721
AdvertisingMMT 1323
Marketing IIMMT 1123
Accounting Elective3
Oral
CommunicationSPT 1113
Total 16 hrs.

Second Year

First Semester

ManagementMMT 2213
Entrepreneurship.....MMT 2513
Retail Management...MMT 2423
College Algebra.....MAT 1313
Elective3
Marketing
Seminar IIIMMT 1731
Total 16 hrs.

Second Semester

Human Resource
Management.....MMT 2233
Marketing Management
Decision MakingMMT 2243
Business LawBAD 2413
*Elective3
Merchandising
MathMMT 1413
Marketing
Siminar IVMMT 1741
Total 15 hrs.

***Electives:**

Visual Merchandising.....FMT 2414
Work-Based Learning in Marketing
Management Technology I.....MMT 2914
Work-Based Learning in Marketing
Management Technology II.....MMT 2924
Any instructor approved related technical or academic course

Option:

New York Studies TourMMT 2912

Surgical Technology (Grenada center)

First Year

First Semester

Fund/Surgical Tech.....SUT 1113	
Prin. of Surgical Techniques.....SUT 1216	
Surgical AnatomySUT 1314	
Surgical Microbiology.....SUT 1413	
English Composition IENG 1113	
Total	19 hrs.

Second Semester

Basic & Related Surgical ProceduresSUT 1518	
Specialized Surgical ProceduresSUT 1528	
Total	16 hrs.

Summer Term (8 weeks)

Advanced Surgical Procedures	SUT 1538
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Second Year

First Semester

Oral CommunicationsSPT 1113	
MicrobiologyBIO 2924	
Mathematics Elective	3
Anatomy &	
Physiology I.....BIO 1514	
Approved Elective.....	3
Total	17 hrs.

Second Semester

Humanities/Fine Arts Elective.....	3
Social/Behavioral Science.....	3
Approved Electives.....	6
Anatomy & Physiology II.....BIO 1524	
Total.....	16 hrs.

Students who lack entry level skills in math, English, science, etc. will be provided related studies.

Baseline competencies are taken from the high school Allied Health program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

Approved Electives:

CHE 1213 with CHE 1211
BIO 1134
BIO 1144
MAT 1313
EPY 2513
EPY 2523
HEC 1253
HPR 1213
SOC 2143

VOCATIONAL EDUCATION

The Division of Vocational Education provides programs of study, facilities, and instruction of high quality to every youth and adult who possesses the desire and capability to acquire the knowledge and skills which will enable him to successfully enter and compete in the world of work. Specific occupational training is offered in eight courses of study, each having the objective of aiding students in developing those skills, attitudes, understandings, work habits, and knowledge which will lead to a productive, personally satisfying, and socially useful life.

VIDS — Vocational Individualized Development System. As a support service of Vocational-Technical Education, VIDS will assist students in correcting basic skill deficiencies. Students who function below the tenth grade (as ascertained by standardized testing), will be required to attend the VIDS for a minimum of three hours per week.

A certificate is awarded upon successful completion of vocational courses.

VOCATIONAL EDUCATION PROGRAMS

Program and Locations	Goodman Campus	Grenada Campus	Ridgeland Campus
Cosmetology	X		
Welding	X		
Practical Nursing*	X	X	X
Truck Driver Training	X		

*Affiliated with several area Hospitals

Cosmetology (Goodman Campus)

One Year Certificate

First Semester

Introduction to Cosmetology	COV 1117
Cosmetology Theory I	COV 1213
Scalp and Hair Care Treatment	COV 1311
Hair Shaping and Styling	COV 1323
Care and Styling of Wigs	COV 1412
Total	16 hrs.

Second Semester

Cosmetology Theory II	COV 1225
Manicure and Pedicure	COV 1512
Permanent Waves	COV 1333
Hair Coloring and Lightening	COV 1343
Chemical Hair Relaxing	COV 1352
Total	15 hrs.

Third Semester — Summer

Cosmetology Theory III	COV 1236
Facials & Makeup	COV 1612
Thermal Techniques ..	COV 1362
Beauty Salon Management	COV 1712
Total	12 hrs.

*Students who lack entry level skills in math, science, English, etc. will be provided related studies. Related essential skills will be taught co-curricular.

This course trains students to become proficient in hairstyling, manicuring, facials, scalp treatments, and all phases of beauty culture. During instruction, emphasis is placed on hygiene and good grooming, sanitation, state laws, customer relations and salon management. The cosmetology curriculum is taught in a modular format. Although courses will all be completed within the semesters indicated, some courses within a semester are prerequisite to other courses within the same semester. This course is approved by the Mississippi Board of Cosmetology. A student who completes this course is issued a certificate which entitles that person to take the State Cosmetology Board exam to become licensed in Mississippi.

Practical Nursing
Suggested Course Sequence*
Baseline Competencies for Practical Nursing**

First Year	
First Semester	Second Semester
Geriatric Nursing.....PNV 1412	Medical/Surgical
Basic Nutrition.....PNV 1113	Nursing 1PNV 1615
Body Structure & Function.....PNV 1213	Medical/Surgical
Growth & Development.....PNV 1312	Lab and Clinical 1 ...PNV 1624
Fundamentals of NursingPNV 1425	PharmacologyPNV 1513
Fundamentals of Nursing LabPNV 1434	Medical/Surgical
Total 19 hrs.	Nursing IIPNV 1633
	Medical/Surgical
	Lab and Clinical II ...PNV 1644
	Total 19 hrs.

Summer Term	
Maternal- Child NursingPNV 1717	
Nursing TransitionPNV 1912	
Psychiatric Concepts..PNV 1813	
Total 12 hrs.	

PROGRAM DESCRIPTION: The **Practical Nursing Program** prepares the individual to assist in providing general nursing care under the direction of a registered nurse, physician, or dentist.

Graduates of the Twelve-month program will be awarded the Certificate of Practical Nursing and may apply for licensure to the Mississippi Board of Nursing and will be eligible to take the National Council Licensure Examination (NCLEX)-P. Students who complete the first semester only may qualify as nursing assistants.

*Students who lack entry level skills in math, English, science, etc. will be provided related studies.

**Baseline competencies are taken from the high school Allied Health program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

**Welding, Brazing, and Soldering
One-Year Certificate
(Goodman Campus)**

First Semester

Shielded Metal Arc Welding.....	WLV 1117
Gas Metal Arc Welding.....	WLV 1124
Drawing & Welding Symbol Interpretation	WLV 1231
Oxyfuel Gas Cutting Principles & Practices.....	WLV 1242
Pipe Welding I	WLV 1152
Total	16 hrs.

Second Semester

Welding Inspection & Testing Principles....	WLV 1171
Gas Tungsten Arc Welding.....	WLV 1136
Flux Cored Arc Welding.....	WLV 1143
Plasma Arc Cutting	WLV 1211
Pipe Welding II	WLV 1153
*Restricted Elective	2
Total	16 hrs.

Students who lack entry level skills in math, science, English, etc. will be provided related studies.

Baseline competencies are taken from the high school Metal Trades program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

PROGRAM DESCRIPTION: The **Welding, Brazing, and Soldering** curriculum is designed to prepare the student for entry level employment in the field of welding, brazing, and soldering.

***Restricted Electives:**

Special Problem in Welding & Cutting	WLV 1912
Work-Based Learning in Welding & Cutting	WLV 1922

Truck Driver Training Goodman

An instructional program that prepares individuals to drive commercial over-the-road trucks and/or tractors. The student will also learn D.O.T. regulations; how to log trips in a log book; solve problems of routing using a road atlas; how to operate driving equipment in accordance with the laws and ordinances of national, state, and local agencies; and how to perform preventive maintenance on the equipment. This program consists of 35 hours of training per week for ten weeks for a total of 350 clock hours.

Licensed Practical Nursing

***Area Hospitals/Sites**

This is a twelve-month course designed to prepare qualified men and women to become, upon completion of the prescribed course of study and satisfactory writing of the State Board Examination, Licensed Practical Nurses. The first four months foundation period offers instruction in orientation to practical nursing, health, normal nutrition, human development, introduction to nursing the patient, introduction to illness, and nursing care of selected patients.

The remaining eight months of training offer clinical experience and theory in medical-surgical nursing, pediatric nursing, and maternity nursing. A certificate is awarded upon completion of the course. Each class is limited to twelve students.

*Kosciusko, Goodman, Eupora, Ridgeland, Grenada



ACADEMIC COURSE DESCRIPTIONS

The following course descriptions indicate the number of lectures and laboratory periods per week. Credit is awarded in terms of semester hours. The last digit in the course number always indicates the hours credit awarded for satisfactory completion.

ACCOUNTING

ACC 1213 — Principles of Accounting I.

A study of the accounting principles and procedures employed by proprietorships and partnerships the preparation of financial statements, and the uses of accounting data. Three lectures. Three hours credit.

ACC 1223 — Principles of Accounting II (Prerequisite: ACC 1213).

A study of accounting principles and procedures for corporations, manufacturing concerns, and consolidations, as well as analysts used in decision making. Three lectures. Three hours credit.

ART

ART 2723 — Art History II.

A survey of the historical background of art forms from Renaissance to Twentieth Century. Special emphasis on modern expressions in fields of art. Three lectures. Three hours credit.

BUSINESS ADMINISTRATION

BAD 2323 — Business Statistics.

Introduction to statistical methods of collecting, presenting, analyzing, and interpreting quantitative data for business management and control. Three lectures. Three hours credit.

BAD 2413 — The Legal Environment of Business.

Environmental study of legal influences, concepts, institutions, emphasizing social forces shaping business law. Introduces business students to interrelationships of law and society, jurisprudence, and business. Three lectures. Three hours credit.

BAD 2513 — Principles of Management. (This is considered an upper level course at some universities and may not transfer.)

The course examines major theories of organizations, focusing on their structures and the behavior of individuals and groups who affect and are affected by organizational relationships and activities. An understanding of these concepts contains implications for managerial effectiveness. Selected aspects of organizational psychology and administrative behavior are reviewed relative to motivational approaches and incentives, group dynamics, leadership, and control. Approach to organizational design, change, and development are emphasized. Other topics covered in the course include problem-solving, goal development, group structure, attitude formation, field theory, and learning models. Three lectures. Three hours credit.

BAD 2713 — Principles of Real Estate.

The course deals with the nature of the real estate market, types of ownership of property, contracts, methods of transferral of title, instruments used in transfer, title closing, financing, property management, insuring, and appraising. Three lectures. Three hours credit.

BAD 2723 — Real Estate Law.

Designed to give the student a general background in the law of real property and the law of real estate brokerage. Three lectures. Three hours credit.

BAD 2733 — Real Estate Finance.

This course provides a background in the varied real estate mortgage credit operations of commercial banks in the following broad areas: (1) the manner in which funds are channeled into the mortgage markets; (2) the financing of residential property; (3) the financing of special purpose property; and (4) the administrative tasks common to most mortgage departments. Three lectures. Three hours credit.

BAD 2744 — Real Estate Appraisal.

An introductory course covering the purposes of appraisal, the appraisal process and the different approaches, methods and techniques used to determine the value of various types of property. This course also includes standards of professional appraisal practice. Four lectures. Four hours credit.

BIOLOGY

BIO 1114 — General Biology for Non-Majors.

An introduction to the basic principles of modern biology and their relevance to human life. Topics include basic taxonomy, basic biological chemistry, cell biology, mendelian genetics, and evolution. This course is designed for non-science related majors and does not satisfy the prerequisite for more advanced courses. Three lectures. Two hours laboratory. Four hours credit.

BIO 1134 — General Biology I for Majors.

An introduction to the basic principles of cell and molecular biology. Topics include: cell chemistry, cell structure, membrane structure & function, photosynthesis, respiration, DNA & protein synthesis, and cellular reproduction. Three lectures. Two hours laboratory. Four hours credit.

BIO 1144 — General Biology II for Majors.

An introduction to the evolution and taxonomy of the five kingdoms of living organisms. Topics include mendelian genetics, concepts of evolution, population genetics, and schemes of classification as well as descriptions major taxa. Three lectures. Two hours laboratory. Four hours credit.

BIO 1314 — Botany I.

An introduction to the biology of plants: physiology, genetics, development, anatomy and morphology. Emphasis is on flowering plants. Three lectures. Two hours laboratory. Four hours credit.

BIO 1324 — Botany II (Prerequisite: BIO 1134 or consent of the instructor).

An introduction to the biology of plants. Topics include: plant anatomy and morphology, transport, photosynthesis, gas exchange, transpiration, mineral nutrition, reproduction, classification, and plant ecology. Designed for science majors. Three lectures. Two hours laboratory. Four hours credit.

BIO 1514 — Anatomy and Physiology I.

An anatomical and physiological study of the human body. A study of cell functions, tissues, integumentary, skeletal, muscular, and nervous systems. Each system is considered in detail regarding both structure and function. Three lectures. Two hours laboratory. Four hours credit.

BIO 1524 — Anatomy and Physiology II (Prerequisite: BIO 1514).

A continuation of Anatomy and Physiology I. A study of sense organs, circulatory, respiratory, digestive, urinary, reproductive and endocrine systems. Three lectures. Two hours laboratory. Four hours credit.

BIO 2414 — Zoology I.

An introductory course in college zoology. Includes a study of basic scientific principles, behavior and structure of matter, characteristics of life, microscopy, animal cells and tissues, mitosis and meiosis, embryological development, and a survey of human systems. Three lectures. Two hours laboratory. Four hours credit.

BIO 2424 — Zoology II (Prerequisite: BIO 2414 or BIO 1134).

A continuation of BIO 2414 in which the protozoans and major animal groups are studied. A survey including typical representatives of each animal group and or dissection in the laboratory. Three lectures. Two hours laboratory. Four hours credit.

BIO 2514 — Human Anatomy and Physiology I (Prerequisite: BIO 1134 or consent of instructor).

An anatomical and physiological study of the human body including a study of tissues and the following organ systems: integumentary, skeletal, muscular, nervous, sensory, and endocrine. Each system is considered in detail regarding structure, function, and possible clinical applications. Three lectures. Two hours laboratory. Four hours credit.

BIO 2524 — Human Anatomy and Physiology II (Prerequisite: BIO 2514).

A continuation of BIO 2514 including the anatomical and physiological study of the following systems: digestive, respiratory, circulatory (including blood), urinary, and reproductive (including pregnancy). Also included will be a study of electrolyte and water balance mechanisms and elementary genetics as relates to human inheritance. Each system is considered in detail regarding structure, function, and possible clinical applications. Three lectures. Two hours laboratory. Four hours credit.

BIO 2924 — Microbiology. (Prerequisite: BIO 1134 or permission of instructor).

Introduction to the biology of microorganisms: classification, physiology, genetics and control. Emphasis is on bacteria and viruses. Laboratory topics include staining, cultivation, identification and environmental influences on growth. Designed for science majors. Three lectures. Two hours laboratory. Four hours credit.

CHEMISTRY

CHE 1211 — General Chemistry Laboratory I

Selected experiments to illustrate the principles introduced in CHE 1213. Three hours laboratory. One hour credit.

CHE 1213 — General Chemistry I (Corequisite: MAT 1313 or instructor's permission).

An introductory course covering the fundamental concepts of college chemistry. Topics include chemical bonding, atomic structure, periodicity, bonding, formulas and nomenclature, stoichiometry, acid-base, equilibria, and gases. Three lectures. Three hours credit.

CHE 1221 — General Chemistry Laboratory II. (Prerequisite: CHE 1211).

Selected experiments to illustrate the principles introduced in CHE 1223. Three hours laboratory. One hour credit.

CHE 1223 — General Chemistry II (Prerequisite: CHE 1213).

A continuation of CHE 1213 with emphasis on the following topics: equilibria, acid-base reactions, redox reactions, thermodynamics, kinetics, equilibria, and electrochemistry. Three lectures. Three hours credit.

CHE 1314 — Principles of Chemistry I (Corequisite: MAT 1233 or higher)

Designed primarily for home economists, nursing and other allied health majors. A study of the properties of matter and energy, and their application to biological principles, chemical structure and chemical reactions. The chemical reactions of acids and bases, the properties of chemical systems and their processes of nuclear chemistry. Three lectures. Three hours laboratory. Four hours credit.

CHE 1414 — Introductory Organic and Biochemistry (Prerequisite: CHE 1213 or CHE 1314)

Primarily for home economists, nursing and other allied health majors. A study of organic compounds with a particular emphasis on chemical biological applications and the chemical processes associated with human metabolism. Three lectures. Three hours laboratory. Four hours credit.

CHE 2424 — Organic Chemistry I (Prerequisite: CHE 1223)

Basic principles of organic chemistry, including structure and reactions of aliphatic compounds, functional groups, alcohols, aldehydes and ketones, amines, carboxylic acids, esters, and polymers. Three lectures. Three hours laboratory. Four hours credit.

CHE 2434 — Organic Chemistry II (Prerequisite: CHE 2424).

Continuation of CHE 2424. Study of aromatic and heterocyclic compounds with emphasis on reactions, reaction mechanisms and nomenclature; introductions to some important biomolecules and the use of spectroscopy in compound identification. Three lectures Three hours laboratory. Four hours credit.

COMPUTER SCIENCE

CSC 1113 — Introduction to Computer Concepts (Prerequisite: Keyboarding skills required).

Introduction to the basic concepts and structure of computers and computer programming; data representation; machine logic; history of computing; introduction to BASIC programming; introduction to word processing, data base, & spreadsheets. Three lectures. One hour laboratory. Three hours credit.

CSC 1123 — Microcomputer Applications (Prerequisite: Keyboarding skills required).

Designed to teach the use of major application packages to include fundamental word processing, electronic spreadsheet, and database management principles, as well as, basic disk operating system commands and functions. Emphasis is placed on the use of the microcomputer to solve problems in a variety of application environments. Two lectures. Two hours laboratory. Three hours credit.

CSC 1613 — Computer Programming I (Prerequisite: CSC 1113).

Introduction to problem-solving methods and algorithm development; designing, debugging, and documentation in PASCAL with a variety of applications. Three lectures. Three hours credit.

CSC 2323 — FORTRAN Programming and Applications (Prerequisite: Sophomore standing).

A course primarily for mathematics, engineering, and science majors. Emphasis is on the structure of the FORTRAN language and its applications to problems in mathematics, engineering, and science. Three lectures. Three hours credit.

CSC 2623 — Computer Programming II.

Continued program development; algorithm analysis; string processing; recursion; internal search/sort methods; simple data structures; debugging and testing of larger programs. Three lectures. Three hours credit.

ECONOMICS

ECO 2113 — Principles of Economics I (Macroeconomics).

Introductory macroeconomics. Study of resources and goals of the economy, national income, employment, fiscal, and monetary policy, Keynesian and Monetarist theories, economic growth, and other contemporary problems involving population and the environment

ECO 2123 — Principles of Economics II (Microeconomics).

An introduction to Microeconomics. Emphasis on the role of the price system in directing the production of goods and services, distribution of income, international trade, and comparative economic systems. Three lectures. Three hours credit.

EDUCATION

EDU 1111 — Library Science.

This course gives a general coverage of library classification, card catalog, dictionaries, periodical indexes, and other general reference books. Directed study and library research of special topics in biology, mathematics, or physical science. Laboratory or field research, regular conferences with supervising teacher, and presentation of project results in a paper and or symposium required. One lecture. One hour credit.

EDU 1311 — Orientation.

This course is designed to help the freshman adjust himself to college life. It includes a study of personal and social adjustments. It teaches effective study habits, reading methods, use of the library, note taking, report writing, and gives the student guidance in collegiate life. One lecture. One hour credit.

EDU 1321 — Career Exploration.

A course designed to assist students in determining appropriate career goals and college majors. Interest tests, personality inventories, and aptitude tests are given to help students determine career choices. One lecture. One hour credit. Taught at Goodman Campus.

EDU 1813 — Leadership Development (Prerequisite: Sophomore Standing, 3.00 Q.P.A., Invitation of Instructor).

This course has as its central focus the development of leadership ability. The course provides a basic understanding of leadership and group dynamics theory and assists the participant in developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of one's own ability and style of leadership; it provides the opportunity to develop essential leadership skills through study and observation of the application of these skills. The course encourages participants to develop their leadership potential and to engage in productive leadership behavior. Three lectures. Three hours credit.

ENGINEERING

EGR 2413 — Engineering Mechanics I (Statics).

Vector Algebra, force systems, equilibrium, moments, machines, frames, trusses, friction, centroids, inertia. Three lectures. Three hours credit.

ENGLISH

ENG 1103 — Developmental English I.

This course stresses basic written communication skills. A comprehensive review of grammar is the primary objective. In addition, attention is given to specific spelling and reading problems. Sentence patterns and paragraph organization are examined and practiced in preparation for essay writing. Three hours institutional credit. (Not designed to transfer).

ENG 1113 — English Composition I.

A study of composition, with a review of grammar and emphasis on the rhetorical processes of writing. Three lectures. Three hours credit.

ENG 1123 — English Composition II (Prerequisite: ENG 1113).

This course reinforces basic writing strategies and skills learned in ENG 1113, with emphasis on critical analysis and documented research. Three lectures. Three hours credit.

ENG 1203 — Developmental English II.

A continuation of ENG 1103 with emphasis on language usage, paragraphs and finished essays. Three hours institutional credit. (Not designed to transfer).

ENG 2133 — Creative Writing I (Prerequisite: Consent of the Instructor).

Students will write in various genres, poetry, short fiction, drama, and essay. Three lectures. Three hours credit.

ENG 2143 — Creative Writing II (Prerequisite: Consent of the Instructor).

Continuation of ENG 2133. Students will write in various genres, poetry, short fiction, drama, and essay. Three lectures. Three hours credit.

ENG 2223 — American Literature I.

A survey of American writings that traces the emergence of a national literature. Readings include historical, political, and imaginative works of writers such as Winthrop, Bradstreet, Franklin, Jefferson, Poe, Hawthorne, and Whitman. Fulfills three hours of the literature requirement for many curricula. Three lectures. Three hours credit.

ENG 2233 — American Literature II.

A survey of American literature from the 1860's to the present. Representative works of writers including Twain, Eliot, Faulkner, and Hemingway are examined. Fulfills three hours of the literature requirement for many curricula. Three lectures. Three hours credit.

ENG 2323 — English Literature I.

A survey of major English poetry and prose from Beowulf through selected writings of the Eighteenth Century (700-1885 approximately). The works are examined in terms of themes, literary techniques and traditions, and history. Individual representative writers such as Chaucer, Shakespeare, Milton, and Swift are included. Three lectures. Three credit hours.

ENG 2333 — English Literature II.

A survey of major English poetry and prose from the age of Romanticism (approximately 1785) to the present. Individual representative writers such as Blake, Wordsworth, Hopkins, Yeats, and James Joyce are included. The works are examined in terms of themes, literary techniques and traditions, and history. Three lectures. Three hours credit.

ENG 2423 — World Literature I.

Selected major works of Greece, Rome, Medieval and Renaissance Europe, with emphasis on folk and literary epics of various countries and periods. Three lectures. Three hours credit.

ENG 2433 — World Literature II.

A continuation of ENG 2423. Selected European writings and major English and American works from the Neoclassic period to the present. Three lectures. Three hours credit.

EDUCATIONAL PSYCHOLOGY**EPY 2513 — Child Psychology (Human Growth and Development I).**

A course which deals with the various aspects of human growth and development. Problems studied include physical, mental, social, and emotional development from infancy through preadolescence. Special attention is given to the implications for education. Three lectures. Three hours credit.

EPY 2523 — Adolescent Psychology (Human Growth and Development II).

A study of the individual during the adolescent years. Three lectures. Three hours credit.

EPY 2533 — Human Growth and Development.

This course is designed to study the human organism as it is affected by growth and development from conception to old age; including topics concerning significant changes in abilities, interests, social and emotional adjustments of each maturity level and important implications of growth and development to nurses. Three lectures. Three hours credit.

GEOGRAPHY**GEO 1113 — World Geography.**

A regional survey of the basic geographic features and major new developments of the nations of the world including the U.S. Three lectures. Three hours credit.

GRAPHICS AND DRAWING**GRA 1143 — Graphic Communication.**

Graphic communication using freehand sketching, instruments, orthographic projection, geometric construction, sections, dimensioning, descriptive geometry, and computer aided drawing (Auto Cad). Two lectures. Four hours laboratory. Three hours credit.

GRA 1153 — Technology Graphics (Prerequisite: GRA 1143).

Machine drafting methods and practice in pictorial and orthographic projections. Techniques and procedures in presenting screws, bolts, rivets, thread types, gears, cams and design and working drawings; concepts of descriptive geometry and computer aided drawing. Six hours laboratory. Three hours credit.

GRA 2113 — Computer Graphics (Prerequisites: GRA 1143 & GRA 1153).

Use of CAD systems to produce multiview drawings, pictorials, drawings of two and three dimension shape and working drawings. One lecture. Five hours laboratory. Three hours credit.

HOME ECONOMICS

HEC 1141, 1151, 2161, 2171 — Modeling I, II, III, IV.

Audition required. Enrollment by consent of instructor.

A course designed to practice modeling and to train students to be professional models. The students will participate in style shows and perform for other audiences. Two hours practice. One hour credit.

HEC 1253 — Nutrition.

Course is designed for pre-health profession majors. Topics include a survey of the major nutrients, the process of digestion, diet planning, weight management, nutrition throughout the life cycle, disorders of nutritional imbalance, and nutrition and physical fitness. Three lectures. Three hours credit.

HISTORY

HIS 1113 — Western Civilization I.

A general survey of European history from ancient times to 1648 A.D. Three lectures. Three hours credit.

HIS 1123 — Western Civilization II.

A general survey of Western civilization since 1648 A.D. Three lectures. Three hours credit.

HIS 2213 — American (U.S.) History I.

This course is a survey of U.S. History from the period of discovery and exploration through the Reconstruction. Three lectures. Three hours credit.

HIS 2223 — American (U.S.) History II.

This course is a survey of U.S. History from Reconstruction to the present. Three lectures. Three hours credit.

HEALTH, PHYSICAL EDUCATION AND RECREATION

HPR 1111, 1121, 2111, 2121 — Cheerleader I, II, III, IV.

Participation in varsity cheerleading activities. Audition required. Four practice sessions. One hour credit.

HPR 1131, 1141, 2131, 2141 — Varsity Sports I, II, III, IV.

Participation in basketball, football, softball, cross-country, track, baseball, tennis, golf. Open by invitation of instructor. Four practice sessions. One hour credit.

HPR 1213 — Personal and Community Health I.

Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies. Three lectures. Three hours credit.

HPR 1313 — Introduction to Health, Physical Education and Recreation.

Introduction to the objectives, literature, and organizations of the profession. Analysis of successful teaching with discussion of the responsibilities and opportunities of professional personnel. Orientation of student to opportunities in the field. Three lectures. Three hours credit.

HPR 1511 — Team Sports I.

Lecture on rules and techniques and practice in basketball, volleyball, or softball. Two classes. One hour credit.

HPR 1521 — Team Sports II.

Lecture on rules and techniques and practice in basketball. Two classes. One hour credit.

HPR 1531 — Individual and Dual Sports I.

Lecture on rules and techniques and practice in tennis. Two classes. One hour credit.

HPR 1551, 1561, 2551, 2561 — Fitness and Conditioning Training I, II, III, IV.

Weight training, running, and aerobic conditioning. Open by invitation of instructor. Two classes. One hour credit.

HPR 1761 — Wellness and Weight Control.

A survey course that places emphasis on the various aspects of wellness and their relationship to weight control and therapeutic exercise. A study of the relationship between the various life-style components and the levels of wellness is included. Two classes. One hour credit.

HPR 2213 — First Aid and Civil Defense.

First aid treatment as practiced by the American Red Cross; Standard, Advanced, and Instructor's Courses. Civil Defense adult education course teaching personal and family survival under nuclear attack and natural disaster. Three lectures. Three hours credit.

HPR 2323 — Recreational Leadership.

Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. Three lectures. Three hours credit.

HPR 2422 — Football Theory.

Theoretical study of football from an offensive and defensive standpoint including the fundamentals of blocking, passing, tackling, charging, punting, generalship, rules, and team play. Two lectures. Two hours credit.

HPR 2433 — Basketball Theory.

A theoretical study of basketball from an offensive and defensive standpoint, including the fundamentals and team organization. Three lectures. Three hours credit.

HUMANITIES

HUM 1113 — Humanities-European Study Abroad.

This course is an interdisciplinary study of human achievement using art, architecture, history, and literature as an exemplification of man's creative genius. After lectures on background material, students will participate in a two-week tour of selected sites in England and Europe. Upon completion of the tour, an additional lecture will be conducted to provide a summary of material covered. Completion of 500 pages of outside reading from the course reading list and submission of a 4-7 page paper are required. Three hours credit.

HUM 1911, 1921, 2911, 2921 — Honors Forum I, II, III, IV.

Interdisciplinary studies of selected issues confronting the individual and society. Discussion led by outstanding scholars, faculty, and or students. One lecture. One hour credit.

INDUSTRIAL EDUCATION/ TECHNOLOGY TEACHER EDUCATION

IED 1213 — Wood Technology.

Study of wood production, manufacturing sales, construction industries, and experimentation of current woodworking skills. Two lectures. Four hours laboratory. Three hours credit

IED 1813 — Basic Electricity and Electronics.

Study of fundamental industrial electrical and electronic principles with experimentation and project construction. One lecture. Four hours laboratory. Three hours credit. (Note - This course taught on Goodman Campus only.)

IED 2312 — General Metal Work.

Sheet and wrought metal processing; experimentation in bench tools, metal design, jigs, machine processes and metal finishes; construction of metal projects. Four hours laboratory. Two hours credit.

IED 2323 — Forging and Welding.

Practice in handforging; annealing, hardening, and tempering of tool steel; gas and electric welding. Six hours laboratory. Three hours credit.

IED 2413 — History and Appreciation of the Arts and Crafts.

Growth and development of the arts and crafts through the ages; instructional applications; practical designs; demonstrations and projects in leather, ceramics, woodworking and other handicraft areas. Five hours laboratory. One lecture. Three hours credit.

JOURNALISM

JOU 1111, 1121, 2111, 2121 — Yearbook I, II, III, IV.

The course is designed to give students the ability to identify, master, and practice the skills necessary to produce the college yearbook, *Horizons*. These skills include conceptualizing the yearbook and its theme; reporting; writing headlines, copy and captions; planning and producing photographs; designing the headlines, copy, captions, and photographs on the pages; selling advertisements; and preparing the yearbook for the printer. This is an activities class open to all majors. Two hours laboratory. One hour credit.

JOU 1111, 1121, 2111, 2121 — Paper I, II, III, IV.

A laboratory course designed to give practical experience in working with the college newspaper, *The Growl*. Course elements include: planning, computer usage in newspaper production, proofreading, graphic design and production.

Other areas covered include: planning and writing news stories, features, sports, and editorials. Ancillary items covered in the course are development of advanced skills in headline writing, copy editing, and makeup and design. Two hours laboratory. One hour credit.

MATHEMATICS

MAT 1103 — Developmental Mathematics.

A review of fundamental arithmetical skills: A study of the four basic operations with whole numbers, fractions, decimals and signed numbers; percentages and verbal problems. Three lectures. Three hours institutional credit. (Not designed to transfer.)

MAT 1213 — Beginning Algebra (Prerequisite: MAT 1103 or appropriate placement scores).

A review of operations on real numbers, an introduction to solving linear equations, graphing linear equations of two variables, exponents and polynomials, factoring, rational expressions, roots and radicals. Three lectures. Three hours credit.

MAT 1233 — Intermediate Algebra (Prerequisite: MAT 1213 or appropriate placement scores).

This course is designed for students whose qualifications are deficient for MAT 1313. The course includes factoring, algebraic fractions, operations with polynomials, roots and radicals, exponents, linear and quadratic equations and linear inequalities. Three lectures. Three hours credit.

MAT 1313 — College Algebra (Prerequisite: MAT 1233 or appropriate placement scores).

Real and complex numbers; algebraic equations and inequalities; graphs; algebraic functions; exponential and logarithmic functions; systems of equations and inequalities; polynomials; and other selected topics. Three lectures. Three hours credit.

MAT 1323 — Trigonometry (Prerequisite: MAT 1313 or permission of Academic Dean).

A study of trigonometric functions, solutions of right and oblique triangles, identities, trigonometric equations, graphs and applications. Three lectures. Three hours credit.

MAT 1333 — Finite Mathematics & Introduction to Calculus (Prerequisite: MAT 1313).

Matrices, systems of linear equations and inequalities, linear programming by graphing and the simplex method, introduction to calculus, and applications of these and other selected topics to problems involving business decision making. Three lectures. Three hours credit.

MAT 1613 — Calculus I (Prerequisite: MAT 1313 & MAT 1323 or appropriate placement scores).

Functions, limits, continuity, derivatives, applications of the derivative, and selected topics from analytic geometry. Three lectures. Three hours credit.

MAT 1623 — Calculus II (Prerequisite: MAT 1613).

Antiderivatives; definite integrals; integration by numerical methods; applications of definite integrals and differential equations; differentiation and integration of trigonometric, exponential, logarithmic, and hyperbolic functions. Three lectures. Three hours credit.

MAT 1723 — The Real Number System.

Structure and development of the real number system and its subsystems as it pertains to elementary school mathematics. Three lectures. Three hours credit.

MAT 1733 — Geometry, Measurement and Probability.

Open only to elementary or special education majors. The course includes problem-solving processes, intuitive foundations of geometry, basic concepts of measurements and probability. Three lectures. Three hours credit.

MAT 2613 — Calculus III (Prerequisite: MAT 1623).

Continuation of methods of integration, indeterminate forms, improper integrals, infinite series, polar coordinates, vectors. Three lectures. Three hours credit.

MAT 2623 — Calculus IV (Prerequisite: MAT 2613).

Further techniques of vector calculus, differential calculus of multivariate functions, multiple integration, line and surface integrals. Three lectures. Three hours credit.

MAT 2913 — Differential Equations (Prerequisites: MAT 1623 and concurrent enrollment in MAT 2613).

Solution of first and higher order ordinary differential equations, existence theorems, systems of linear differential equations, Laplace transform, applications. Three lectures. Three hours credit.

MODERN FOREIGN LANGUAGE

MFL 1113 — Elementary French I.

This course is designed to develop basic language skills; speaking, reading, writing. Phonetic symbols are used to aid correct pronunciation, but the principal aid is to be found in the language laboratory. Three lectures. One hour laboratory. Three hours credit.

MFL 1123 — Elementary French II.

A continuation of MFL 1113. Special drill on verb forms and uses, as well as idiomatic vocabulary, by means of oral and written exercises. Three lectures. One hour laboratory. Three hours credit.

MFL 1213 — Elementary Spanish I.

This course is designed to develop basic language skills; reading, writing, and speaking. Records and tapes are used to develop correct pronunciation. Drills on grammar through written and oral exercises are used in class work. Three lectures. One hour laboratory. Three hours credit.

MFL 1223 — Elementary Spanish II.

A continuation of MFL 1213. Special attention is given to irregular verbs and the subjunctive mood. Records and tapes are used to develop correct pronunciation. Three lectures. One hour laboratory. Three hours credit.

MFL 2113 — Intermediate French I.

A review of French grammar, and continued development of basic language skills. Reading materials are used which have literary and cultural value. Three lectures. One hour laboratory. Three hours credit.

MFL 2123 — Intermediate French II.

Literary and cultural appreciation of the language and the country is enhanced by the reading of a book which pictures life in a typical French village, with class conversation concerning the contents of this book. Three lectures. One hour laboratory. Three hours credit.

MFL 2213 — Intermediate Spanish I.

A verb and grammar review and a further development of language skills. Reading materials used have literary and cultural value. Recording equipment is available for student's use. Conversaphone records are used. Three lectures. One hour laboratory. Three hours credit.

MFL 2223 — Intermediate Spanish II.

A continuation of Spanish 2213. Special attention is given to rapid reading. Recording equipment permits the students to record and listen to his own and other student's use of the language. Three lectures. One hour laboratory. Three hours credit.

MUSIC

MUSIC APPLIED

(Brass, Percussion, Piano, Strings, Voice, and Woodwinds)

MUA 1141, 1151, 2141, 2151 — Brass for Non-Majors I, II, III, IV.

One hour private instruction. Three hours practice. One hour credit.

MUA 1172, 1182, 2172, 2182 — Brass for Music Education Majors I, II, III, IV.

One hour private instruction. Six hours practice. Two hours credit.

MUA 1441, 1451, 2441, 2451 — Percussion for Non-Majors I, II, III, IV.

One hour private instruction. Three hours practice. One hour credit.

MUA 1472, 1482, 2472, 2482 — Percussion for Music Education Majors I, II, III, IV.

One hour private instruction. Six hours practice. Two hours credit.

MUA 1511, 1521, 2511, 2521 — Class Piano I, II, III, IV.

For instrumental and voice majors only. One lesson. Three hours practice. One hour credit.

MUA 1541, 1551, 2541, 2551 — Piano for Non-Majors I, II, III, IV.

One lesson. Three hours practice. One hour credit.

MUA 1573, 1583, 2573, 2583 — Piano for Music Majors I, II, III, IV.

One hour private instruction. Nine hours practice. Three hours credit.

MUA 1641, 1651, 2641, 2651 — Strings for Non-Majors I, II, III, IV.

One hour private instruction. Three hours practice. One hour credit.

MUA 1672, 1682, 2672, 2682 — Strings for Music Education Majors I, II, III, IV.

One hour private instruction. Six hours practice. Two hours credit.

MUA 1711, 1721 — Class Voice I, II.

For Piano and Instrumental majors only. One lesson. Three hours practice. One hour credit.

MUA 1741, 1751, 2741, 2751 — Voice for Non-Majors I, II, III, IV.

One lesson. Three hours practice. One hour credit.

MUA 1772, 1782, 2772, 2782 — Voice for Music Education Majors I, II, III, IV.

One hour private instruction. Six hours practice. Two hours credit.

MUA 1841, 1851, 2841, 2851 — Woodwinds for Non-Majors I, II, III, IV.

One hour private instruction. Three hours practice. One hour credit.

MUA 1872, 1882, 2872, 2882 — Woodwinds for Music Education Majors I, II, III, IV.

One hour private instruction. Six hours practice. Two hours credit.

MUSIC ORGANIZATIONS

**(Band, Small Band Groups, Stage Band,
Choir, Small Singing Groups)**

MUO 1111, 1121, 2111, 2121 — Band I, II, III, IV.

Four practice sessions. One hour credit.

MUO 1141, 1151, 2141, 2151 — Small Band Groups I, II, III, IV.

One practice session. One hour credit.

MUO 1171, 1181, 2171, 2181 — Stage Band I, II, III, IV.

One practice session. One hour credit.

MUO 1211, 1221, 2211, 2221 — Choir I, II, III, IV.
Three hours practice. One hour credit.

MUO 1241, 1251, 2241, 2251 — Small Singing Groups I, II, III, IV.
One practice session. One hour credit.

MUSIC FOUNDATIONS (Education, History, Theory)

MUS 1113 — Music Appreciation.

Listening course designed to give the student, through aural perception, understanding and appreciation of music as a moving force in Western Culture. Three lectures. Three hours credit.

MUS 1214, 1224, 2214, 2224 — Music Theory I, II, III, IV.

Recognition and part writing. Diatonic intervals, major and minor triads, rhythmic and melodic patterns. Correlated keyboard harmony and dictation. Sight singing in bass and treble clefs. Three lectures. Two hours laboratory. Four hours credit.

MUS 1910, 1920, 2910, 2920 — Recital Class I II, III, IV.

Performances are held on Friday afternoons and on selected evenings during each semester. Credit is gained by attending all of these events. Music majors and minors must register for recital class for four semesters. Students who satisfactorily complete these courses will receive an "S" grade.

MUS 2413 — Music Literature I.

Style and history of the standard repertory of music in western civilization from Gregorian chant to the contemporary era. Enrollment limited to sophomore music majors and minors. Three lectures. Three hours credit.

MUS 2423 — Music Literature II (Prerequisite: MUS 2413).

Covers the romantic and contemporary styles. Emphasis on classifying and identifying period and composer characteristics. Primarily for music majors. Three lectures. Three hours credit.

NURSING, ADN (Grenada Campus Only)

NUR 1118 — Fundamentals of Nursing (Prerequisites: BIO 1514 & BIO 1524).

Foundation for all subsequent nursing courses. Introduction to nursing and to the philosophy and conceptual framework of the Holmes Community College Associate Degree Nursing Program. Emphasis is placed on normal, basic human needs. Fundamental nursing skills are taught and practiced in the learning laboratory and applied in clinical settings. Introduction to pharmacology and to the calculation of dosages and solutions is included. Four lectures. Twelve hours laboratory. Eight hours credit.

NUR 1128 — Adult-Child Nursing I (Prerequisites: NUR 1118, NUR 2134).

The first of two courses which focus on the utilization of the nursing process in the care of adults and children who have threats to basic human needs. Care of the pre- and post-operative patient is explored. Concepts introduced in Nursing 1118 are reinforced and applied. Nutrition and pharmacology are integrated. Five lectures. Nine hours laboratory. Eight hours credit.

NUR 2112 — Pharmacology (Prerequisite: NUR 2148).

This course is designed to enhance the student's understanding and application of pharmacological principles. Commonly used drugs will be studied and classified according to action and therapeutic use. Emphasis will be placed on the nursing process with patient teaching. Two lecture. Two hours credit.

NUR 2134 — Concepts of Psychiatric/Mental Health Nursing (Prerequisites: NUR 1118, PSY 1513).

This course offers fundamental concepts for the provision of care for patient with unmet psychosocial needs. The psychopathology underlying altered behavioral responses to unmet needs will be explored as a basis for understanding the rationale for nursing approaches. Four lectures. Four hours credit.

NUR 2148 — Family and Community Nursing (Prerequisites: NUR 1118 and NUR 1211).

This course focuses on the utilization of the nursing process in the care of the individual and/or family in institutional and community health settings. Students are expected to provide care to pediatric, obstetric, and geriatric patients. Four lectures. Twelve hours laboratory. Eight hours credit.

NUR 2158 — Adult-Child Nursing II (Prerequisite: NUR 1128).

The second of two courses which focus on the utilization of the nursing process in the care of the adult and child patient. This course builds on Nursing 1128. Nursing care on a more advanced level is utilized. Nursing care of the critically ill patient is emphasized. The student gains experience in organizing, implementing and evaluating care for patients. Nutrition and pharmacology are integrated. Four lectures. Twelve hours laboratory. Eight hours credit.

NUR 2163 — Management of Nursing Care (Prerequisite: NUR 1128).

This course is designed to introduce basic principles of organization and management that will assist the student in functioning as an associate degree nurse. The basic elements of leadership and delegation will be incorporated as it relates to coordinating the care of a group of patients. Three lectures. Three hours.

NURSING, ADN

(Electives for both nursing and non-nursing students)
(Grenada Campus Only)

NUR 2211 — Health Issues.

This course will provide students an opportunity for in-depth study of current health problems - certain disease entities - and the impact they may have on health-care delivery as a whole and on the individual. The student has the opportunity to choose an area of interest within which to gain insight into perspectives of current health issues. One lecture. One hour credit.

NUR 2212 — Health Issues.

This course will provide students an opportunity for in-depth study of current health problems - certain disease entities - and the impact they may have on health-care delivery as a whole and on the individual. The student has the opportunity to choose an area of interest within which to gain insight into perspectives of current health issues. Two lectures. Two hours credit.

PHILOSOPHY AND BIBLE

PHI 1113 — Old Testament Survey.

This is a study of the entire Old Testament covering the recorded events prior to Abraham and the history of the Hebrew nation as revealed in the books of history, prophecy, and poetry. Three lectures. Three hours credit.

PHI 1133 — New Testament Survey.

This is a study of the New Testament covering the life of Christ and the establishment of the early church as presented in the Gospels, Acts, and the other New Testament books. Three lectures. Three hours credit.

PHYSICS

PHY 1114 — Astronomy.

Introduction to the solar system, stars, our galaxy and the extragalactic universe. Required observatory work at night. Three lectures. Three hours laboratory. Four hours credit.

PHY 2244 — Physical Science Survey I (Corequisite: MAT 1233 or higher).

An introduction to the basic concepts of physics and astronomy. Selected experiments to illustrate the principles taught in lecture. Designed for non-science majors. Three lectures. Two hours laboratory. Four hours credit.

PHY 2254 — Physical Science Survey II (Corequisite: MAT 1233 or higher).

An introduction to the basic concepts of chemistry and geology. Selected experiments to illustrate the principles taught in lecture. Designed for non-science majors. Three lectures. Two hours laboratory. Four hours credit.

PHY 2263 — Science and Technology.

A course designed to introduce technology to Mississippi community/junior college students. A survey of modern technology applications with specific emphasis on problem solving and career opportunities. Includes modules on advanced computer applications, applied physics, biotechnology, electrical and electronic systems, automation, micro-computer assembly and operating systems, multimedia communication, laser and fiber optics, and telecommunications. One lecture. Four hours laboratory. Three hours credit.

PHY 2414 — General Physics I (Prerequisite: MAT 1323).

A study of mechanics, heat and sound. Three lectures. Three hours laboratory. Four hours credit.

PHY 2424 — General Physics II (Prerequisite: PHY 2414).

Electricity and magnetism, light and optics, introduction to modern physics. Three lectures. Three hours laboratory. Four hours credit.

PHY 2514 — Engineering Physics I (Prerequisite: MAT 1613).

A study of mechanics, heat, and sound. Primarily for engineering, science, and mathematic majors. Three lectures. Three hours laboratory. Four hours credit.

PHY 2524 — Engineering Physics II (Prerequisite: PHY 2514).

A study of electricity and magnetism, light and optics, includes an introduction to modern physics. Three lectures. Three hours laboratory. Four hours credit.

POLITICAL SCIENCE

PSC 1113 — American National Government.

Survey of the organizations, political aspects of and basis for American government. Three lectures. Three hours credit.

PSC 1123 — American State and Local Government.

Relationship between states and federal governments, and between states and their subdivisions; organizations, function, and operation of executive, legislative, and judiciary; elections and suffrage generally, Mississippi particularly. Three lectures. Three hours credit.

PSYCHOLOGY

PSY 1513 — General Psychology I.

An introduction to the scientific study of human behavior. Includes history and methods of psychology; growth and development; principles of learning; sensation and perception; thinking; statistics; personality; and intelligence. Three lectures. Three hours credit.

PSY 1523 — General Psychology II (Prerequisite: PSY 1513).

A continuation of PSY 1513, emphasizing applied psychology methods and principles. Includes motivation and emotion; abnormal behavior, mental health and therapy; group processes; mass communication and persuasion, and industrial psychology. Three lectures. Three hours credit.

READING

REA 1103 — Development Reading I.

Special reading instruction for students deficient in basic reading skills. Stresses functional word attack skills, comprehension, vocabulary, and basic study skills. Three lectures. One hour laboratory. Three hours instructional credit. (Not designed to transfer).

REA 1203 — Developmental Reading II.

A continuation of REA 1103. Three lectures. Three hours institutional credit. (Not designed to transfer).

REA 1213 — Reading and Study Skills I.

A course provided to help students develop reading skills necessary for success in college. Emphasis is placed on comprehension, vocabulary, and study skills. Guidance in developing wide reading interests. Three lectures. Three hours credit.

REA 1223 — Reading and Study Skills II.

A continuation of REA 1213. Three lectures. Three hours credit.

REA 1233 — Speed Reading I.

A course designed to improve a student's reading rate with emphasis on comprehension and vocabulary skills. Guidance in developing wide reading interests that will provide background for college courses. Three lectures. Three hours credit.

SOCIOLOGY

SOC 2113 — Introduction to Sociology.

A study of human relationships. Students will receive a synopsis of the whole field of sociology; the social world, the social and cultural processes within the world, and the integration of these processes in relation to the individual, the group, and the institution. Three lectures. Three hours credit.

SOC 2133 — Social Problems.

A study of the nature, scope, and effects of the major social problems of study and the theoretical preventive measures to alleviate them. Course includes such problems as unemployment, urbanization, crime, juvenile delinquency, alcoholism, drug addiction, and disaster. Family problems include the aged, mentally ill, and retarded. Field trips to more fully acquaint students with social problems. Three lectures. Three hours credit.

SOC 2143 — Marriage and Family.

A study of the family as a cultural unit, the institution of marriage, the problems of parenthood and of Socio-economic adjustments of society. Three lectures. Three hours credit.

SPEECH AND THEATER

SPT 1113 — Oral Communication (Principles of Speech).

Correct and effective English; correct pronunciation and enunciation, breath control; study and practice in making speeches for all occasions, major emphasis on organization of material; and practice in speaking before the group. Three lectures. Three hours credit.

SPT 1241, 1251, 1261, 1271 — Drama Production I, II, III, IV.

Participation in college drama productions. Positions available on stage and backstage. This is an activity course open to all students. Required rehearsals at night and some weekends. Some scholarships are available. One hour credit.

TECHNICAL COURSE DESCRIPTIONS

COLLISION REPAIR TECHNOLOGY

ABT 1113 — Restraint Systems & Interior Trim.

A course designed to provide skills and practices in vehicle restraint systems and interior trim. Included are procedures for servicing restraint systems, passive restraint systems, headliners, and carpets, and procedures for operation of an air bag restraint system. One lecture. Four hours laboratory. Three hours credit.

ABT 1123 — Bolted Units, Assemblies, & Electrical Systems.

A course which provides instruction in practice in the removal and replacement of bolted parts, sub-units, and assemblies. Methods of disassembly and reassembly, part adjustment, alignment, and electrical system service and repair are included in this course. One lecture. Four hours laboratory. Three hours credit.

ABT 1133 — Glass & Related Hardware Installation & Sealing.

A course in the removal and replacement of stationary and movable glass. Included are the alignment of movable glass and the repair and alignment of glass mounting hardware. Also included are the sealing and adjustments needed to eliminate water leaks and wind noise. One lecture. Four hours laboratory. Three hours credit.

ABT 1213 — Automotive Body Welding & Cutting.

A course designed to provide specialized skills and practice in automotive body welding and cutting. Includes instruction in the use of the Gas Metal Arc Welding (GMAW) equipment and plasma arc cutter (PAC) in repairing the high strength steels used in unibody construction. One lecture. Four hours laboratory. Three hours credit.

ABT 1313 — Refinishing I.

A course to provide skills and practices in vehicle preparation, cleaning, sanding, metal treatment, and masking. Included is determining imperfections in paint jobs. Two lectures. Two hours laboratory. Three hours credit.

ABT 1324 — Refinishing II (Prerequisite: ABT 1313).

A continuation of Refinishing I. Included are types of refinish materials and their specific application procedures. Included are ways to prevent painting problems, solving problems that occur, basic blending for color matching, and basecoat clearcoat applications. Two lectures. Four hours laboratory. Four hours credit.

ABT 1414 — Sheet Metal Repair.

A course designed to provide instruction and practice in the repair of the sheet metal components of the vehicle body. Includes practice in selecting and applying various methods and tools of the trade used in removing dents and other damage conditions from sheet metal panels. Also included are constructing and installing simple metal patch panels, and making basic repairs. Two lectures. Four hours laboratory. Four hours credit.

ABT 1423 — Body Panel and Upper Structural Repair I (Prerequisite: ABT 1414).

A course in the repair and replacement of major body panels and upper body structural components. Instruction will include the use of power equipment, basic anchoring and pulling, non-adjustable panel alignment, and attachment (welded or bonded). One lecture. Four hours laboratory. Three hours credit.

ABT 2333 — Refinishing III (Prerequisite: ABT 1324).

A continuation of Refinishing II with emphasis on advanced techniques; including pinstriping, decals, lettering, color sanding, buffing, polishing, and detailing. One lecture. Four hours laboratory. Three hours credit.

ABT 2434 — Body Panel & Upper Structural Repair II (Prerequisite: ABT 1423).

A continuation of Body Panel and Structural Repair I. Emphasis will continue to be placed on major panel replacement. Instruction will include rolled over vehicle repair, structural alignment and roof panel replacement, and the replacement of sectioning of upper structural members. Two lectures. Four hours laboratory. Four hours credit.

ABT 2513 — Frame & Underbody Structural Repair I.

An introduction to frame repair. Instruction includes analyzing frame, structural, suspension, and steering damage, and setting up alignment equipment. One lecture. Four hours laboratory. Three hours credit.

ABT 2524 — Frame & Underbody Structural Repair II (Prerequisite: ABT 2513).

This course continues instruction from Frame and Underbody Structural Repair I. Emphasis is placed on unibody vehicle construction. Included are welding in unibody repair, repairing/replacing/sectioning structural components. One lecture. Six hours laboratory. Four hours credit.

ABT 2613 — Fiberglass & Plastic Repair.

A course designed to provide theory and practice in the repair of fiberglass, plastic, and sheet molded compounds. One lecture. Four hours laboratory. Three hours credit.

ABT 2713 — Collision Analysis and Estimation.

This course covers the complete inspection and analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals. Two lectures. Two hours laboratory. Three hours credit.

ABT 2813 — Shop Operation & Management.

An introduction to small business management techniques as applied to the collision repair shop. Includes information and practice on records and financial responsibilities, shop layout, inventory, and employee-employer relations. Two lectures. Two hours credit.

ABT 291(1-3) — Special Problem in Collision Repair Technology (Prerequisite: Sophomore standing in Collision Repair Technology).

A course to provide students with an opportunity to utilize skills and knowledge gained in other Collision Repair Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. One to three lectures. Two to six hours laboratory. One to three hours credit.

ABT 292(1-3) — Work-Based Learning in Collision Repair Technology (Prerequisite: Sophomore standing in Collision Repair Technology).

This internship course provides actual work experience in a collision repair business under the direction of the employer and the instructor. Three to nine hours externship. One to three hours credit.

AUTOMOTIVE TECHNOLOGY

ATT 1114 — Electrical Systems.

A course to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, instruments, and charging components. Two lectures. Four hours laboratory. Four hours credit.

ATT 1213 — Brakes.

A course to provide advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. Includes instruction and practice in diagnosis of braking systems problems and the repair of brake systems. Two lectures. Two hours laboratory. Three hours credit.

ATT 1315 — Manual Drive Trains/Transaxles.

A course to provide advanced skills and knowledge related to the maintenance and repair of manual transmissions, transaxles and drive train components. Includes instruction in the diagnosis of drive train problems and the repair and maintenance of transmissions, transaxles, clutches, CV joints, differentials and other components. Two lectures. Six hours laboratory. Five hours credit.

ATT 1414 — Basic Engine Performance.

A course to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. Includes instruction and practice in the diagnosis and correction of problems associated with poor performance. Two lectures. Four hours laboratory. Four hours credit.

ATT 1513 — Basic Fuel Systems.

A course to provide advanced skills and knowledge related to the repair, maintenance, and adjustment of conventional carburetion systems. Includes instruction in the diagnosis and repair/adjustment of infrared exhaust analyzers, carburetors, air control systems, and deceleration systems. Two lectures. Two hours laboratory. Three hours credit.

ATT 1715 — Engine Repair.

A course to provide advanced skills and knowledge related to the repair and rebuilding of automotive-type engines. Includes instruction and practice in the diagnosis and repair of engine components including valve trains, blocks, pistons and connecting rods, crankshafts, and oil pumps. Two lectures. Six hours laboratory. Five hours credit.

ATT 2325 — Automatic Transmissions/Transaxles.

A course to provide technical skills and knowledge related to the diagnosis and repair of automotive-type automotive transmissions and transaxles. Includes instruction and practice in testing and inspecting these devices and in disassembly, repair, and reassembly. Three lectures. Four hours laboratory. Five hours credit.

ATT 2334 — Steering and Suspension Systems.

A course to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems on automobiles. Includes instruction and practice in the diagnosis of steering system problems and the repair replacement of steering system components. Two lectures. Four hours laboratory. Four hours credit.

ATT 2343 — Wheel Alignment (Corequisite: ATT 2334).

A course to provide technical skills and knowledge related to the alignment of both front and rear wheel on automobiles. Includes instruction and practice in the inspection, detection, and correction of wheel alignment problems. One lecture. Four hours laboratory. Three hours credit.

ATT 2524 — Computer Controlled Emission Systems (Prerequisite: ATT 1513 and ATT 1114).

A course to provide technical skills and knowledge related to the inspection and repair/adjustment of the newer types of automobile carburetors. Includes instruction and practice in the diagnosis and correction of problems associated with electronic ignition systems, pollution control systems, and other features found on newer model fuel systems. Two lectures. Four hours laboratory. Four hours credit.

ATT 2535 — Computerized Engine Controls (Prerequisite: ATT 2524).

A course to provide technical skills and knowledge associated with computer controls and electronic fuel injection systems found in many newer cars. Includes instruction and practice in the diagnosis and correction of problems associated with fuel injection and computer controls. Two lectures. Six hours laboratory. Five hours credit.

ATT 2614 — Heating and Air Conditioning.

A course to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. Includes instruction and practice in the diagnosis and repair of air conditioning system components, heater lines and cores, and control systems. Two lectures. Four hours laboratory. Four hours credit.

BANKING AND FINANCE TECHNOLOGY

TBF 1123 — Money and Banking.

Practical aspects of money and banking and the basic monetary theory. A brief historical perspective is utilized. Emphasis on such problems as economic stabilization, types of spending, theory of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios. Three lectures. Three hours credit.

BUSINESS ADMINISTRATION TECHNOLOGY

TBA 1113 — Principles of Banking.

A comprehensive introduction to modern banking, this course touches on almost all aspects of bank functions. Primary topics include the following: the language and documents of banking; check processing; teller functions; deposit function; trust services; bank book-keeping; and bank loans and investments. Three lectures. Three hours credit.

TBA 2413 — Business Law I.

This course is designed to acquaint the students with the fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Special attention will be given to an introduction to law; law of contracts; agencies and employment; negotiable instruments and commercial papers. Three lectures. Three hours credit.

BUSINESS AND OFFICE AND RELATED TECHNOLOGY

BOT 1103 — Beginning Keyboarding.

This course is designed as an introduction to the keyboard with emphasis on developing correct keyboarding techniques applying this acquired skill to the production of business documents using the computer and/or typewriter. Two hours lecture. Two hours lab. Three hours institutional credit.

BOT 1113 — Document Formatting and Production.

This course continues the development of keyboarding speed and accuracy. Emphasis is on formatting and production of mailable letters, forms, reports, and tabulations from rough drafts and straight copy. One lecture. Four hours laboratory. Three hours credit.

BOT 1122 — Keyboard Speed Building (Prerequisite: Introductory keyboarding course or equivalent).

This course develops speed and accuracy on the keyboard. One hour lecture. Two hours lab. Two hours credit.

BOT 1123 — Windows Applications (Prerequisite: Introduction to computer course or equivalent work experience).

This is a course designed to provide instruction in various applications for WINDOWS. Emphasis will be placed on hands-on usage of software. Laboratory required. Three lectures. Three hours credit.

BOT 1133 — Microcomputer Applications (Prerequisite: Introductory keyboarding course or equivalent).

This course will introduce an operating system and word processing, spreadsheet, and database management software applications. Two hours lecture. Two hours lab. Three hours credit.

BOT 1143 — Word Processing Applications (Prerequisites: BOT 1133 and BOT 1113).

This course focuses on production of complex documents using advanced word processing functions. Production with accuracy is stressed and practice is given through a variety of documents for skill building. Two hours lecture. Two hours lab. Three hours credit.

BOT 1213 — Professional Development.

Designed to develop an awareness of interpersonal skills essential for job success. Topics include positive self-image, professional self-image, ethics, stress management, human relations skills, organizational dynamics, etc. Two lectures. Two hours laboratory. Three hours credit.

BOT 1233 — Introduction to Desktop Publishing.

A introduction to the basic concepts of desktop publishing and a review of software. Two hours lecture. Two hours lab. Three hours credit.

(This is a special certification/licensure course for high school teachers. One week of instruction in the course will be conducted in the classroom/lab and two additional weeks will be utilized to complete assigned projects outside the classroom/lab. Classes meet from 8 a.m. to 5 p.m. — 5 class days total.)

BOT 1313 — Applied Business Mathematics.

A course designed to develop competency in mathematics for business use. Ten-key touch method on the electronic calculator is stressed. Three lectures. Three hours credit.

BOT 1413 — Records Management.

This course focuses on the systems approach to managing recorded information in any form. Emphasis is placed on the three categories into which records generally fall - paper, image, and digital - and the treatment of these categories in proper management, storage, and retrieval. The student will apply decision-making, judgment, and other management skills in case studies. Basic application of filing classification skills will also be taught. Three lectures. Three hours credit.

BOT 1433 — Business Accounting.

This course is designed to develop an understanding of recording, classifying, and summarizing business transactions and events with insight into interpreting and reporting the resulting effects upon the business. Three hours lecture. Three hours credit.

BOT 1513 — Machine Transcription (Prerequisites: BOT 1113 and BOT 1713).

This course is designed to teach transcription of a wide variety of business communications from machine dictation. Two lectures. Two hours laboratory. Three hours credit.

BOT 1613 — Medical Office Terminology I.

This course is a study of medical language relating to the various body systems including diseases, procedures, clinical specialties, and abbreviations. In addition to learning definitions, emphasis is placed on correct spelling and pronunciation. Three hours lecture. Three hours credit.

BOT 1623 — Medical Office Terminology II.

This course presents medical terminology pertaining to human anatomy in the context of body systems. The emphasis is directed toward medical terminology as it is related to Medical Office Technology. Two hours lecture. Two hours lab. Three hours credit.

BOT 1713 — Mechanics of Communication.

This course is designed to develop the basic English competencies necessary for success in the business world. A study of the parts of speech, sentence structure, sentence types, capitalization, punctuation, and spelling is emphasized. Three hours lecture. Three hours credit.

BOT 1813 — Electronic Spreadsheet (Prerequisites: BOT 1313 and BOT 1133).

This course focuses on advanced applications of the electronic spreadsheet as an aid to management decision making. Two hours lecture. Two hours lab. Three hours credit.

BOT 2123 — Word Processing for Business Applications.

Evening course designed to provide theory and hands on applications of word processing functions and proofreading skills to increase proficiency in document production. Three lectures. Lab required. Three hours credit.

BOT 2133 — Desktop Publishing (Prerequisite: BOT 1143).

This course presents graphic design techniques, principles of page layout and design, and electronic publishing terminology and applications to create a variety of documents such as flyers, brochures, newsletters, and business cards using industry standard desktop publishing software, graphics, and effective design conventions. Two lectures. Two hours laboratory. Three hours credit.

BOT 2142 — Operating Systems (Prerequisite: BOT 1133).

This course will provide training in using the computer to work with disk operating systems and a multi-tasking environment. One hour lecture. Two hours lab. Two hours credit.

BOT 2153 — Network Management (Prerequisite: BOT 1133 or equivalent).

This course focuses on the management of a computer network lab including installation of network software and administration of a network. Two hours lecture. Two hours lab. Three hours credit.

BOT 2323 — Database Management (Prerequisite: BOT 1133).

This course applies database concepts for designing and manipulating data files and formatting output as complex documents and reports. Two hours lecture. Two hours lab. Three hours credit.

BOT 2413 — Computerized Accounting (Prerequisites: BOT 1433 or ACC 1213).

This course applies basic accounting principles using a computerized accounting system. Two lectures. Two hours laboratory. Three hours credit.

BOT 2423 — Income Tax Accounting (Prerequisite: BOT 1433).

This course is designed to be an introductory tax accounting class with insight in federal income tax laws and preparation of reports. Two hours lecture. Two hours lab. Three hours credit.

BOT 2433 — Payroll Accounting (Prerequisite: BOT 2413).

This course provides an in depth study of payroll accounting. Two hours lecture. Two hours lab. Three hours credit.

BOT 2523 — Medical Machine Transcription I (Prerequisites: BOT 1113 and BOT 1613).

This course is designed to teach transcription of various medical documents. One hour lecture. Four hours lab. Three hours credit.

BOT 2533 — Medical Machine Transcription II (Prerequisite: BOT 2523).

This course is designed to continue teaching transcription of various medical documents including dictation given by doctors with foreign accents and additional medical specialties. One hour lecture. Four hours lab. Three hours credit.

BOT 2713 — Advanced Microcomputer Applications (Prerequisite: BOT 1133).

This course develops the ability to use an operating system to integrate activities using applications software which includes word processing, database, spreadsheet, graphics, and telecommunications. Two lectures. Two hours laboratory. Three hours credit.

BOT 2723 — Administrative Office Procedures.

This course will provide comprehensive coverage and integration of business skills and issues, develop critical-thinking and problem-solving skills, and establish a foundation in business procedures.

BOT 2743 — Medical Office Concepts (Prerequisites: BOT 1613 and/or BOT 1623).

This course will provide coverage and integration of medical office skills and issues using knowledge of medical terminology. Problem solving will be emphasized. Two lectures. Two hours laboratory. Three hours credit.

BOT 2753 — Medical Information Management (Prerequisites: BOT 2743).

This course will continue coverage of medical office issues with emphasis on health insurance filing and medical office software. Two lectures. Two hours laboratory. Three hours credit.

BOT 2813 — Business Communications (Prerequisites: BOT 1713 & Introductory Keyboarding course or equivalent).

This course develops communication skills with emphasis on principles of writing business correspondence and reports, and analyzing and summarizing information in a logical arrangement of written presentation. Two lectures. Two hours laboratory. Three hours credit.

BOT 2913 — Supervised Work Experience (Prerequisite: BOT 1433).

This course provides related on-the-job training in the accounting area. Employing firm and type of work experience to be approved by the Department of Vocational Business Technology and Related Technology. Must be at least 135 clock hours of on-the-job training. Nine hours externship. Three hours credit

CPT 1113 — Fundamentals of Microcomputer Applications.

This course will introduce information processing concepts to include: word processing, spreadsheet, and database management software. Service course: not to be taken by Business and Office and Related Technology students. Two lectures. Two hours laboratory. Three hours credit.

CPT 1124 — Computer Concepts.

Introduction to the history, concepts, terminology, and theory of computer systems. Students will gain hands on experience in the operation of a mid-range computer. Three lectures Two hours laboratory. Four hours credit.

CPT 1214 — BASIC Programming Language.

Introduction to computer programming using BASIC language routines to include sort, controlled loops, multidimensional arrays and modular programming. Two lectures. Four hours lab. Four hours credit.

CPT 1224 — RPG Programming Language (Prerequisite: CPT 1124).

This course is designed to introduce the student to the RPG language and using the computer in business applications. Two lectures. Four hours lab. Four hours credit.

CPT 1234 — COBOL Programming Language (Prerequisite: CPT 1124).

This course is designed to introduce the student to the use of the COBOL language in business applications to include arithmetic operations, report editing, control break processing, and table processing techniques. Two lectures. Four hours laboratory. Four hours credit.

CPT 1313 — Computer Operations (Prerequisite: CPT 1214).

A study of the operation of computers and peripherals including operations control language, utilities, control commands, and procedures. Two lectures. Two hours laboratory. Three hours credit.

CPT 1324 — Survey of Microcomputer Applications.

This course will introduce word processing, spreadsheet, and database management software with intergration of these applications. Two lectures. Four hours laboratory. Four hours credit.

CPT 1343 — System Administration and Control (Prerequisite: CPT 1124).

A study of the system administration of a mid-range computer including control language, utilities, and control commands. Two lectures. Two hours laboratory. Three hours credit.

CPT 2153 — Network Management (Prerequisites: BOT 1133 or CPT 1324).

This course focuses on the management of a computer network lab including installation of network software and administration of a network. Two hours lecture. Two hours lab. Three hours credit.

CPT 2244 — Database Programming (Prerequisite: CPT 1214).

This course will introduce programming using a database management software application. Emphasis will be placed on menus and file maintenance. Two lectures. Four hours laboratory. Four hours credit.

CPT 2264 — Advanced RPG Programming Language (Prerequisite: CPT 1224).

This course is a continuation of the RPG programming language. Emphasis is placed on advanced table processing, file maintenance, and interactive programming. Two lectures Four hours laboratory. Four hours credit.

CPT 2274 — Advanced COBOL Programming Language (Prerequisite: CPT 1224).

This course is a continuation in the study of COBOL. Emphasis is placed on advanced table processing, file maintenance, and interactive programming. Two hours lecture. Four hours lab. Four hours credit.

CPT 2284 — C Programming Language (Prerequisite: CPT 1224).

This course is designed to introduce the student to the C Programming Language and its basic functions. Two lectures. Four hours laboratory. Four hours credit.

CPT 2354 — Systems Analysis and Design (Prerequisite: CPT 2264, or CPT 2274).

This course is designed to meet the information needs of business through the use of computer technology and equipment and management sciences. It includes development of systems analysis of present information flow, systems specifications, equipment selections, and implementation of systems. Two lectures. Four hours laboratory. Four hours credit.

CPT 2911-2916 — Work-Based Learning in Computer Information Systems.

Direct application of concepts, terminology, and theory of computer information systems technology. Students must be employed in a work environment where they will have to solve problems as encountered in industry. (Credit is awarded at the rate of 1 hour credit per 3 hours externship.) One - six hours credit.

MET 2543 — Medical Office Procedures (Prerequisites: MET 1213, BOT 1523, and BOT 2533).

This course is designed to introduce students to realistic administrative routines of a medical office such as scheduling appointments, setting up files, preparing insurance forms, maintaining financial records, preparing payroll records, handling telephone calls, and setting priorities. Two lectures. Two hours laboratory. Three hours credit.

COOPERATIVE EDUCATION TECHNOLOGY

TCE 1113 — Cooperative Education Work Experience I.

Supervised work experience performed in a job setting related to the student's major field of study. The work experience is under the supervision of the Cooperative Education Coordinator. A minimum of fifteen hours per week of work experience and attendance at weekly seminars required. Three hours credit.

TCE 1114 — Industrial Cooperative Education Work Experience I.

Supervised work experience performed in an industrial job setting related to the student's major field of study. The work experience is coordinated by the Holmes Cooperative Education Coordinator in conjunction with the industrial representative from respective companies. This course is available for employees who work a minimum of twenty-five hours per week and are sponsored by a participating industry. Four hours credit.

TCE 2123 — Cooperative Education Work Experience II (Prerequisite: TCE 1113).

A continuation of TCE 1113. Three hours credit.

TCE 2124 — Industrial Cooperative Education Work Experience II.

A continuation of TCE 1114. Four hours credit.

TCE 3133 — Cooperative Education Work Experience III (Prerequisite: TCE 2123).

A continuation of TCE 2123. Three hours credit.

TCE 3134 — Industrial Cooperative Education Work Experience III.

A continuation of TCE 2124. Four hours credit.

TCE 4143 — Cooperative Education Work Experience IV (Prerequisite: TCE 3133).

A continuation of TCE 3133. Three hours credit.

TCE 4144 — Industrial Cooperative Education Work Experience IV.

A continuation of TCE 3134. Four hours credit.

DRAFTING AND DESIGN TECHNOLOGY

DDT 1114 — Fundamentals of Drafting (Prerequisites: Essential Skills for Drafting and Design Technology - DDV 1014).

Course designed to give drafting major the background needed for all other drafting courses. Emphasis placed upon maintaining correct techniques while developing speed. Two lectures. Four hours laboratory. Four hours credit.

DDT 1133 — Machine Drafting I (Prerequisites: Fundamentals of Drafting - DDT 1114).

Emphasizes methods, techniques, and procedures in presenting screws, bolts, rivets, springs, thread types, symbols for welding, materials, finish and heat treatment notation, working order preparation, routing, and other drafting room procedures. Two lectures. Two hours laboratory. Three hours credit.

DDT 1143 — Geometric Dimensioning and Tolerancing (Prerequisite: DDT 1133).

A continuation of conventional dimensioning with emphasis on concepts as adopted by the American National Standards Institute (ANSI). A study of international dimensioning symbols used to control tolerances of form, profile, orientation, runout, and location of features on an object. Two lectures. Two hours laboratory. Three hours credit.

DDT 1153 — Descriptive Geometry (Prerequisites: Fundamentals of Drafting - DDT 1114).

Theory and problems designed to develop the ability to visualize points, lines, and surfaces of space. One lecture. Four hours laboratory. Three hours credit.

DDT 1213 — Construction Materials.

A course designed to familiarize the student with the physical properties of the materials generally used in the erection of structure, with a brief description of their manufacture. Two lectures. Two hours laboratory. Three hours credit.

DDT 1313 — Principles of CAD (Prerequisites: Essential Skills Drafting and Design Technology).

This course will use CAD machine to design and draw various problems in the architectural, mechanical, and civil drafting areas. Emphasis will be placed on the operations of the CAD system to solve these problems. One lecture. Four hours laboratory. Three hours credit.

DDT 1323 — Intermediate CAD (Prerequisite: DDT 1313).

This course is designed as a continuation of Principles of CAD. Subject area will include dimensioning, sectional views, and symbols. Two lectures. Two hours laboratory. Three hours credit.

DDT 1413 — Elementary Surveying.

Basic course dealing with principles of geometry, theory and use of instruments, mathematical calculations, and the control and reduction of errors. One lecture. Four hours laboratory.

DDT 1613 — Architectural Design I (Prerequisites: Fundamentals of Drafting - DDT 1114).

Presentation and application of architectural drafting room standards. One lecture. Four hours laboratory.

DDT 2163 — Machine Drafting II (Prerequisite: DDT 1133).

A continuation of Machine Drafting I with emphasis on advanced techniques and knowledge employed in the planning of mechanical objects. Includes instruction in the use of tolerancing and dimensioning techniques. Two lectures. Two hours laboratory. Three hours credit.

DDT 2233 — Structural Drafting (Prerequisites: Fundamentals of Drafting - DDT 1114).

Structural section, terms and conventional abbreviations and symbols used by structural fabrications and erectors are studied. Knowledge is gained in the use A.I.S.C. Handbook. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses, and bracing. Two lectures. Two hours laboratory.

DDT 2243 — Cost Estimating (Prerequisites: Fundamentals of Drafting - DDT 1114).

Preparation of material and labor quantity surveys from actual working drawings and specifications. One lecture. Four hours laboratory

DDT 2253 — Statics and Strengths of Materials.

Study of forces acting on bodies; movement of forces; stress of materials; basic machine design; beams, columns, and connections. One lecture. Four hours laboratory. Three hours credit.

DDT 2263 — Quality Assurance.

The application of statistics and probability theory in quality assurance programs. Various product sampling plans will be studied as well as the development of product charts for defective units. Two lectures. Two hours laboratory.

DDT 2343 — Advanced CAD (Prerequisite: DDT 1113).

Advanced course in the use of CAD software with emphasis on producing drawings. Teaches application of computers to drafting, basic command structure, drafting and design menu, and associated acronyms. One lecture. Four hours laboratory. Three hours credit

DDT 2363 — Computer Numerical Control (CNC) Drafting.

A course to introduce students to the basics of numerical control machines. Two lectures. Three hours laboratory. Three hours credit

DDT 2423 — Mapping and Topography Lab (Prerequisite: DDT 1413).

Selected drafting techniques are applied to the problem of making maps, traverses, plot plans, plan and profile drawing using maps, field survey data, aerial photographs and related references, materials including symbols, notations, and other applicable standardized materials. Two lectures. Two hours laboratory. Three hours credit.

DDT 2513 — Electronic Drafting.

This course will introduce students to basic drafting skills necessary to produce block diagrams and schematics of electronic circuits. Two lectures. Two hours laboratory. Three hours credit.

DDT 2623 — Architectural Design II (Prerequisite: DDT 1613).

This course emphasizes standard procedures and working drawings. Details involving architectural, mechanical, electrical, and structural drawings are covered, along with presentation of drawings and computer aided design assignments. One hour lecture. Four hours laboratory. Three hours credit.

DDT 2911-2913 — Special Project (Prerequisite: Minimum of 12 semester hours drafting related courses).

A course designed to provide the student with practical application of skills and knowledge gained in other drafting courses. The instructor works closely with the student to insure that the selection of a project will enhance the students learning experience. Two to six hours laboratory. One to three hours credit.

DDT 2923 — Introduction to Multimedia.

This course provides a general overview of current issues in multimedia. By the end of the course, participants will have a sense of the potential of multimedia, know how multimedia can help them in their own work, and have a solid grounding for further study in multimedia design and production. This course assumes no knowledge of computing or multimedia. It is intended for students pursuing the value-added potential of multimedia, individuals who are deciding whether to become involved in multimedia production, and individuals who are beginning an indepth study of multimedia.

ELECTRONICS TECHNOLOGY

EET 1102 — Fundamentals of Electronics.

This course is designed to provide fundamental skills associated with all electronic courses. This course emphasizes safety, breadboarding, use of calculatory, test equipment familiarization, soldering, electronic symbols, and terminology. One lecture. Two hours lab. Two hours credit.

EET 1114 — DE Circuits.

This course is designed for students to know the principles and theories associated with DC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze AC circuits. Two hours lecture. Two hours lab. Four hours credit.

EET 1123 — AC Circuits.

This course is designed to provide students with the principles and theories associated with AC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze AC circuits. Two hours lecture. Two hours lab. Three hours credit.

EET 1214 — Digital Electronics.

A course designed to introduce the student to number systems, logic circuits, counters, registers, memory devices, combination logic circuits, boolean algebra, and a basic computer system. Three lectures. Two hours laboratory. Four hours credit.

EET 1314 — Solid State Devices and Circuits.

A course designed to introduce the student to active devices which include PN junction diodes, bipolar transistor, bipolar transistor circuits, and unipolar devices with emphasis on low frequency application and troubleshooting. Two lectures. Four hours laboratory. Four hours credit.

EET 1324 — Microprocessors (Prerequisite EET 1214).

A course designed to provide students with skills and knowledge of microprocessor architecture, machine and assembly language timing, interfacing, and other hardware applications associated with microprocessor systems. Two lectures. Four hours laboratory. Four hours credit.

EET 2334 — Linear Integrated Circuits (Prerequisite EET 1314).

A course designed to provide the student with skills and knowledge associated with advanced semiconductor devices and linear integrated circuits. Emphasis is placed on linear integrated circuits used with operational amplifiers, active filters, voltage regulators, timers, and phase locked loops. Three lectures. Two hours laboratory. Four hours credit.

EET 2414 — Electronic Communications (Prerequisite EET 1314).

A course designed to provide the student with concepts and skills related to analog and digital communications. Topics covered include amplitude and frequency modulation, transmission, and reception, data transmission formats and codes, the RS-232 interface, and modulation-demodulation of digital communications. Two lectures. Four hours laboratory. Four hours credit.

EET 2514 — Interfacing Techniques (Prerequisite EET 1324).

A study of data acquisition devices and systems including their interface to microprocessors and other control systems. Two lectures. Four hours laboratory. Four hours credit.

EET 2913 — Special Project (Fourth Semester Students only).

A course designed to provide the student with practical application of skills and knowledge gained in other electronics or electronics-related courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. One lecture. Four hours laboratory. Three hours credit.

EMERGENCY MEDICAL TECHNOLOGY-PARAMEDIC

TEM 1116 — Emergency Medical Technician-Ambulance.

This course integrates the theory of emergency medical care with the practical skills necessary to provide basic life support with an ambulance service or other specialized rescue service. 110 hours of theory. 10 hours emergency room lab, 5 ambulance runs. Six semester hours credit.

ENGLISH TECHNOLOGY

TEN 1103 — Development English I.

This course stresses basic written communication skills. Essential rules of grammar, mechanics, punctuation, and usage needed for clear writing are examined and practiced in preparation for essay writing. Three lectures. One hour laboratory. Three hours institutional credit. (Not designed for transfer).

TEN 1203 — Development English II.

A continuation of TEN 1103 with emphasis on language usage, paragraph development, and finished essays. Three lectures and one hour laboratory. Three hours institutional credit. (Not designed to transfer).

FOREST TECHNOLOGY

FOT 1114 — Forest Measurements.

A classroom and field study of the basic principles and skills required for timber measurements. Direct and indirect systems of measurement and volume computation, forest type mapping, and graphic reporting are studied and practiced including an examination of current techniques of forest and timber inventory, stratification of volume tables and their use. Required are formal cruise reports, preparation of a cruise map, and the application of basic statistical knowledge to timber measurements. Two lectures. Four hours laboratory. Four hours credit.

FOT 1614 — Silviculture I.

A comprehensive course dealing with environmental and physiological factors and their influences on forest growth. Two lectures. Four hours laboratory. Four hours credit.

FOT 1624 — Silviculture II.

A continuation of Silviculture I. Two lectures. Four hours laboratory. Four hours credit.

FOT 1712 — Applied Soil Conservation and Use.

This course is designed to introduce the student to the general principles of soil management, as it relates to forest growth. One lecture. Two hours laboratory. Two hours credit.

FOT 1713 — Dendrology.

An elementary study of trees; the habitats and principle botanical features, forms, functions, and ecological relationships. The major commercially important forest trees of the region are examined in class and through extensive field and laboratory studies. Scientific classification of plants and identification of local flora are emphasized. Two lectures. Two hours laboratory. Three hours credit.

FOT 1813 — Survey of Forestry.

This course is designed to acquaint the student with the role of a forest technician. Emphasis is placed on educational and job requirements, duties, career and salaries. The student is also made aware of how forestry fits into the state, national and international scene. Two lectures. Three hours laboratory. Three hours credit.

FOT 2313 — Forest Protection.

A comprehensive course designed to give the student knowledge in identifying forest insects, diseases, and methods and techniques in controlling these. Also covers preventing and controlling forest fire. Two lectures. Two hours laboratory. Three hours credit.

FOT 2414 — Timber Harvesting.

Principles of cost control and methods of harvesting timber drops are provided. Methods of buying and selling timber are emphasized in laboratory and field exercises. Two lectures. Four hours laboratory. Four hours credit.

FOT 2514 — Forest Products Utilization.

The emphasis of this course includes primary and secondary products derived from wood and how they are manufactured and used in today's society. One lecture. Four hours laboratory. Four hours credit.

FOT 2914 — Internship for Specialization.

The student is given an introduction to the various fields of Forest Technology through employment with a forest industry or organization during the fourth semester. This occupational experience provides the student with the opportunity to practice and observe the application of some of the forestry principles learned. The Forest Technology faculty maintains close contact with the student and the employer. Reports by the student add depth to the experience. Five weeks. Four hours credit.

FOT 2925 — Internship for Specialization.

A continuation of FOT 2914. Six weeks. Five hours credit.

HEATING, AIR CONDITIONING & REFRIGERATION TECHNOLOGY

ACT 1114 — Basic Compressions Refrigeration.

A course to introduce the student to the field of refrigeration and air conditioning. Emphasis is placed on advanced principles of safety, hand tools, heat and cold temperature measurement, pressures, vacuum, wiring diagrams, and the basic refrigeration cycle. Two lectures. Four hours laboratory. Four hours credit.

ACT 1213 — Climatic Controls I.

Introduction to the fundamentals of electrical components and circuits. Laboratory exercises are designed to develop systematic troubleshooting skills based on analytical concepts. Two lectures. Two hours laboratory. Three hours credit.

ACT 1223 — Climatic Controls II (Prerequisite: ACT 1213).

A study of electronic and programmable controls for heating, ventilation, air conditioning, and refrigeration systems. Laboratory exercises are designed to develop systematic troubleshooting skills based on analytical concepts. Two lectures. Two hours laboratory. Three hours credit.

ACT 1313 — Residential Refrigeration.

This course includes the procedures for servicing residential refrigeration systems including refrigerators, freezers, and ice makers. Two lectures. Two hours laboratory. Three hours credit.

ACT 1324 — Commercial Systems (Prerequisite: ACT 1114).

This course covers commercial systems. Included are theory, troubleshooting, and repair of commercial heating, ventilation, air conditioning, and refrigeration units. Two lectures. Four hours laboratory. Four hours credit.

ACT 1413 — Air Conditioning I.

This course includes procedures for servicing residential window air conditioning units. Two lectures. Two hours laboratory. Three hours credit.

ACT 1913 — Tubing and Pipe.

A course to provide the student with various tube and pipe connecting techniques required in heating, air conditioning, and refrigeration. One lecture. Four hours laboratory. Three hours credit.

ACT 1933 — Special Project (Prerequisite: One semester in major).

A course designed to provide the student with practical application of skills and knowledge gained in other courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Six hours laboratory. Three hours credit.

ACT 1943 — Work Experience (Prerequisite: Three semesters in major).

This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. One hundred thirty-five clock hours of supervised work experience required. Three hours credit.

ACT 2423 — Air Conditioning II (Prerequisite: ACT 1413).

A study of residential heating, ventilation, air conditioning, and refrigeration systems. Included are theory, troubleshooting, and repair of residential heating, ventilation, air conditioning systems. Two lectures. Two hours laboratory. Three hours credit.

ACT 2433 — Air Conditioning III (Prerequisite: ACT 2423).

A study of commercial heating, ventilation, air conditioning, and refrigeration systems. Included are theory, troubleshooting, and repair of commercial heating, ventilation, and air conditioning systems. One lecture. Two hours laboratory. Three hours credit.

ACT 2513 — Computerized Energy Management I.

Introduction to computerized energy management, theory, and principles. Emphasis are input/output measurements, characteristics, tools, and applications. One lecture. Four hours laboratory. Three hours credit.

ACT 2523 — Computerized Energy Management II (Prerequisite: ACT 2513).

This course includes development of analytical concepts in the application and software operation of computer energy management. Included are laboratory exercises designed to develop systems troubleshooting skills based on analytical concepts. Two lectures. Two hours laboratory. Three hours credit.

ACT 2611 — Psychrometrics.

A study of air and its properties, as used in heating, ventilation, air conditioning, and refrigeration. Included is the study of moisture and total heat content of the air. Two hours laboratory.

ACT 2623 — Heat Load Calculation and Duct Sizing.

A study of heat load calculations for residential and light commercial heating, ventilation, air conditioning, and refrigeration systems. Included are air distribution, duct sizing, selection of grills and registers, types of fans, air velocity, and fan performance. An introduction is provided to air testing instruments. Two lectures. Two hours laboratory. Three hours credit.

ELT 1214 — Electrical Power.

A course to provide skills related to electrical motors and their installation. Includes instruction and practice in using the different types of motors, transformers, and alternators. Two lectures. Four hours laboratory. Four credit hours.

MACHINE SHOP TECHNOLOGY

MST 1117 — Power Machinery I.

A course in the operation of power machinery. Includes instruction and practice in the operation of lathes, drill presses, and vertical mills. Two lectures. Ten hours laboratory. Seven hours credit.

MST 1127 — Power Machinery II (Prerequisite: MST 1115).

A continuation of Power Machinery I with emphasis on more advanced applications of lathes, mills, shapers, and precision grinders. Two lectures. Ten hours laboratory. Seven hours credit.

MST 1233 — Basic Shop Math.

A basic unit of instruction for machine trade occupations, problem solving of whole numbers, fractions, decimals, percentages, averages, ratio, and proportion. Trade formulas in applied geometry and trigonometry. Three lectures. Three hours credit.

MST 1313 — Advanced Shop Mathematics.

An applied mathematics course designed for machinists. Includes instruction and practice in algebraic and trigonometric operations essential for successful machining. Two lectures. Two hours laboratory. Three hours credit.

MST 1413 — Blueprint Reading.

A course in blueprint reading designed for machinists. Includes instruction and practice in reading industrial blueprints. Two lectures. Two hours laboratory. Three hours credit.

MST 1423 — Advanced Blueprint Reading (Prerequisite: MST 1413).

A continuation of Blueprint Reading with emphasis on advanced feature of technical prints. Includes instruction on the identification of various projections and views and on different assembly components. Two lectures. Two hours laboratory. Three hours credit.

MST 1613 — Precision Layout.

An introduction to the concepts and practice of precision layout for machining operations. Includes instruction and practice in the use of layout instruments. Two lectures. Two hours laboratory. Three hours credit.

MST 2135 — Power Machinery III (Prerequisite: MST 1127).

A continuation of the Power Machinery II course with emphasis on advanced applications of the engine lathe, milling machine, and grinding machine. Two lectures. Six hours laboratory. Five hours credit.

MST 2145 — Power Machinery IV (Prerequisite: MST 2135).

A continuation of Power Machinery III with emphasis on highly advanced operations of the radial arm drill, milling machine, engine lathe, and precision grinder. Two lectures. Six hours laboratory. Five hours credit.

MST 2714 — Computer Numerical Control Operations I.

An introduction to the application of computer numerical control (CNC) and computer assisted manufacturing (CAM) techniques and practices. Includes instruction and practice related to the use of the Cartesian coordinate system programming codes and commands and tooling requirement for NC/CAM machines. Three lectures. Two hours laboratory. Four hours credit.

MST 2725 — Computer Numerical Control Operations II (Pre/Corequisite: MST 2714).

A continuation of Computer Numerical Control Operations I. Includes instruction in writing and editing CNC programs, machine setup and operation, and use of CAM equipment to program and operate CNC machines. Two lectures. Six hours laboratory. Five hours credit.

MST 2812 — Metallurgy.

An introduction to the concepts of metallurgy. Includes instruction and practice in metal identification, heat treatment, and hardness testing. One lecture. Two hours laboratory. Two hours credit.

MARKETING MANAGEMENT TECHNOLOGY

FMT 1113 — Fashion Design Fundamentals.

Examines factors influencing fashion color, line, and design. Includes applications of principles of art to clothing creation and selection. Two lectures. Two hours laboratory. Three hours credit.

FMT 1213 — Fashion Marketing.

An introduction to the fashion industry, including fashion terminology, nature of fashion, and the creating, manufacturing, and marketing of fashion. Two lectures. Two hours laboratory. Three hours credit.

FMT 1223 — Product Knowledge.

Study of the buying function with emphasis on the origin and composition of products, methods of production, quality indicators, the sale of merchandise, and the care of merchandise. Two hours lecture. Two hours laboratory. Three hours credit.

FMT 1233 — Buying.

Study of the functions of the buyer within the retail operation. Includes logical sequences for activities and information necessary for buying merchandise. Two hours lecture. Two hours laboratory. Three hours credit.

FMT 1313 — Textiles in Fashion.

Examination of fibers, yarns, fabric construction, finishes, and design as applied to the selection of clothing and household fabrics. Two lectures. Two hours laboratory. Three hours credit.

FMT 2414 — Visual Merchandising.

Application of fundamental principles of design, perspective, and color theory to advanced projects in merchandise presentation. Two lectures. Four hours laboratory. Four hours credit.

FMT 2513 — Image and Wardrobe Consulting.

Assessing and develop an appropriate client image for individuals in a variety of occupations and careers. Emphasis on solving figure problems, makeup techniques, wardrobe coordination, and use of modeling techniques to improve image. One lecture. Four hours laboratory. Three hours credit.

FMT 2914 — Work-Based Learning in Fashion Marketing I.

Direct application of concepts, terminology, and theory of fashion marketing. Students must be employed in a work environment where they will have to solve problems as encountered in the industry. Twelve hours externship. Four hours credit.

FMT 2924 — Work-Based Learning in Fashion Marketing II.

A continuation of FMT 2914. Twelve hours externship. Four hours credit.

MMT 1113 — Marketing I.

Study of principles and problems of marketing goods and services and methods of distribution from producer to consumer. Types, functions, and practices of wholesalers and retailers and efficient techniques in the development and expansion of markets. Three lectures. Three hours credit.

MMT 1123 — Marketing II (Prerequisite: MMT 1113).

A continuation of MMT 1113. Three lectures. Three hours credit.

MMT 1313 — Salesmanship.

Basic principles and techniques of salesmanship and their practical application. Topics include basic elements of consumer behavior, developing selling strategies, closing and servicing a sale, and developing consumer relations. Two lectures. Two hours laboratory. Three hours credit.

MMT 1323 — Advertising.

The role of advertising as a promotional tool. Topics included are product and consumer analysis, media selection, and creation of advertising. Two hours lecture. Two hours laboratory. Three hours credit.

MMT 1413 — Merchandising Math.

Study of the mathematical calculations involved in the merchandising process. Fundamental principles and operations in buying, pricing, and inventory control. Three hours lecture. Three hours credit.

MMT 1711 — Marketing Seminar I.

Develops leadership skills and human relations skills necessary for success in the field of Marketing Management. A minimum of six outside speakers will address the class on topics directly related to Marketing careers. Emphasis will be placed on developing civic, social, and business responsibilities. Two hours laboratory. One hour credit.

MMT 1721 — Marketing Seminar II.

A continuation of MMT 1711. Two hours laboratory. One hour credit.

MMT 1731 — Marketing Seminar III.

A continuation of MMT 1721. Two hours laboratory. One hour credit.

MMT 1741 — Marketing Seminar IV.

A continuation of MMT 1731. Two hours laboratory. One hour credit.

MMT 2213 — Management.

Study of the basic principles and functions of management. Special emphasis on planning, organizing, directing, staffing, and controlling. Three lectures. Three hours credit.

MMT 2233 — Human Resource Management (Prerequisites: MMT 1213).

Objectives, organization, and functions, of human resource management. Emphasis is placed on selection and placement, job evaluation, training, education, safety, health, employer-employee relationships, and employee service. Three lectures. Three hours credit.

MMT 2243 — Marketing Management Decision Making (Prerequisite: MMT 1123).

The study of effective marketing management decision making through case study analysis. Two lectures. Two hours laboratory. Three hours credit.

MMT 2423 — Retail Management.

Study of retailing processes, including functions performed, principles governing effective operation, and managerial problems resulting from current economic and social trends. Two lectures. Two hours laboratory. Three hours credit.

MMT 2513 Entrepreneurship.

Study of the development of a product or services idea and the creation of business plan to further its growth. Two lectures. Two hours laboratory. Three hours credit.

MMT 2912 — Apparel & Accessories/Marketing New York Tour.

This is an elective course for students who wish to pursue international marketing opportunities. The tour portion is a one-week tour (at students' expense) in late November each year. The tour includes the following: Presentation on international marketing, visit to New York Stock Exchange, visit to World Trade Center, visit to Fashion Institute of Technology; visit to fashion houses in garment district, presentation at Berkeley College, visit to United Nations Building; Broadway play; critique of Lord & Taylor's windows; and visit to the Metropolitan Museum of Art. (Students must be full-time to enroll in this course, students must have all tour paperwork completed and payment made for the tour by the sixth week of the semester or they must withdraw from the course. One hour lecture, tour required, formal paper required. Two semester hours credit.

MMT 2914 — Work-Based Learning in Marketing Management Technology I.

Direct application of concepts and theory of marketing management technology. Students will work in a marketing environment. Twelve hour externship. Four hours credit.

MMT 2924 — Work-Based Learning in Marketing Management Technology II.

A continuation of MMT 2914. Twelve hours externship. Four hours credit.

MATHEMATICS TECHNOLOGY

TMA 1103 — Developmental Math I.

This course is designed for the student who is lacking in fundamental arithmetical skills. The course will cover the four fundamental operations in arithmetic: fractions, decimals, percentages, and verbal problems. Three lectures. Three hours institutional credit (Not designed to transfer).

READING TECHNOLOGY

TRE 1103 — Developmental Reading I.

Special reading instruction for students deficient in basic reading skills. Stresses word attack skills, comprehension, vocabulary, and basic study skills. Three lectures. One hour laboratory. Three hours institutional credit (Not designed to transfer).

TRE 1203 — Developmental Reading II.

A continuation of TRE 1103. Three lectures. One hour laboratory. Three hours institutional credit. (Not designed to transfer)

SURGICAL TECHNOLOGY

SUT 1113 — Fundamentals of Surgical Technology. (Prerequisites: CPR-C certification).

This is a basic introductory course including hospital and surgical suite organization and environment, history, legal responsibilities, terminology, interpersonal relationships, pharmacology, and anesthesia. Three lectures. Three hours credit.

SUT 1216 — Principles of Surgical Technique.

This course is a comprehensive study of aseptic technique, safe patient care, and surgical techniques. Two lectures. Eight hours laboratory. Six hours credit.

SUT 1314 — Surgical Anatomy.

Emphasis is placed on the structure and function of the human body as related to surgery. Application of the principles of surgical anatomy to participation in clinical experience. Three lectures. Two hours laboratory. Four hours credit.

SUT 1413 — Surgical Microbiology.

This is an introduction to pathogenic microorganisms related to surgery and their effect on wound healing and infection. It includes principles of sterilization and disinfection. Three lectures. Three hours credit.

SUT 1518 — Basic and Related Surgical Procedures.

This course includes instruction in regional anatomy, pathology, instrumentation, and surgical techniques in general surgery, gynecology, obstetrics, and urology. It requires clinical experience in area hospital surgical suites and related departments. Four lecture. Twelve hours clinical. Eight hours credit.

SUT 1528 — Specialized Surgical Procedures.

This course includes instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of ear, nose and throat; ophthalmology; and plastic. This course requires clinical experience in area hospital surgical suite and related departments. Four lectures. Twelve hours clinical. Eight hours credit.

SUT 1538 — Advanced Surgical Procedures. (Prerequisites: SUT 1518 & SUT 1528).

This course includes instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of orthopedics, neurosurgery, thoracic, vascular, cardiovascular surgery, and employability skills. This course requires clinical experience in area hospital surgical suites and related department, and a comprehensive final examination. Four lectures. Twelve hours clinical. Eight hours credit.

WORK-BASED LEARNING

WLB 111(1-3), 112(1-3), 211(1-3), 212(1-3) — Work-Based Learning I, II, III, IV.

Supervised work experience designed for students enrolled in Vocational/Technical programs. Students are placed in a business/industry related to their Vocational/Technical area for a minimum of 15 hours per week. Course content is based on the standardized curriculum of the Vocational/Technical course in which the student is enrolled, specific industry needs, and individual student needs/abilities. Content is specified in a written agreement between business/industry, HCC Vocational/Technical instructor, student and Work-Based Learning Coordinator. (1 - 3 hours credit)



VOCATIONAL COURSE DESCRIPTIONS

The following course descriptions indicate the number of lecture and laboratory periods the course meets per week. Credit is awarded in terms of semester hours. The credit will apply toward vocational certificates. It is not designed to transfer in an academic major.

COSMETOLOGY

COV 1117 — Introduction to Cosmetology.

This course provides lab practice in the basic manipulative skills involved in cosmetology practices and safety precautions associated with each. In accordance with State Cosmetology Board Regulations, this practice is provided on mannequins or classmates; no work is assigned upon patrons paying for services until this course is completed. Three lectures. Twelve hours laboratory. Seven hours credit.

COV 1213 — Cosmetology Theory I (Prerequisite: COV 1117).

Theory of cosmetology, including sterilization and sanitation, safety, hygiene and good grooming, professional ethics, and sales. Basics of bacteriology, hair treatment, hair shaping, hair styling, and finger waves. Three lectures. Three hours credit.

COV 1225 — Cosmetology Theory II (Prerequisite: COV 1117).

Theory of cosmetology as related to anatomy and physiology, dermatology, trichology, onychology, and chemistry. Care and styling of wigs, manicure and pedicure, permanent waving, hair coloring and lightening, and safety practices are covered. Five lectures. Five hours credit.

COV 1236 — Cosmetology Theory III (Prerequisite: COV 1225).

Advanced theory, facials and makeup, thermal techniques, safety precautions, state cosmetology laws, rules and regulations, salon management and operation. Six lectures. Six hours credit.

COV 1311 — Scalp and Hair Treatment (Prerequisite: COV 1213).

Practical application in shampooing, including preparation, procedures, completion, safety rules, brushing, selection and use of shampoo products; and practical application of treatments for different types of hair and scalps. Three hours laboratory. One hour credit.

COV 1323 — Hair Shaping and Styling (Prerequisite: COV 1213).

Practical application in the art of shaping with scissors and razor. Practice in identification and use of implements for sectioning and hair thinning. Practical application in styling and finger waving. Includes product selection, preparation, methods, pincurls, roller curls, techniques for combing and brushing, and artistry in hair styling. Nine hours laboratory. Three hours credit.

COV 1333 — Permanent Waves (Prerequisite: COV 1225).

Practical application in permanent waving. Includes principles and product selection, requirements, processes, implements, and supplies. Nine hours laboratory. Three hours credit.

COV 1343 — Hair Coloring and Lightening (Prerequisite: COV 1225).

Practical application in coloring and hair lightening. Includes instruction in classification, permanent hair color, retouch, highlighting, and shampoo tints. Nine hours laboratory. Three hours credit.

COV 1352 — Chemical Hair Relaxing (Prerequisite: COV 1225).

Practical application in chemical hair relaxing techniques. Includes review of products available, basic steps and processes, and safety precautions. Six hours laboratory. Two hours credit.

COV 1362 — Thermal Techniques (Prerequisite: COV 1236).

Practical application in thermal hair styling, to include purpose, procedures, product selection, and safety precautions. Six hours laboratory. Two hours credit.

COV 1412 — Care and Styling of Wigs (Prerequisites: COV 1117, COV 1211, and COV 1323).

Practical application in styling wigs and hairpieces; reasons for use of wigs, quality in wigs, types of wigs, taking wig measurements, and ordering. Six hours laboratory. Two hours credit.

COV 1512 — Manicure and Pedicure (Prerequisite: COV 1225).

Practical application in manicuring and pedicuring. Instruction includes nail structure, adjoining structure, nail growth and disorders, message and sanitary care, nail irregularities and diseases, and safety considerations. Six hours laboratory. Two hours credit.

COV 1612 — Facials and Makeup (Prerequisite: COV 1236).

Practical application in giving facial treatment. Includes physiological effects, facial treatment for different skin types, skin treatments, procedures for applying cosmetics and corrective makeup. Six hours laboratory. Two hours credit.

COV 1712 — Beauty Salon Management (Prerequisite: COV 1236).

Practical application in opening and operating a beauty salon in accordance with state regulations. Six hours laboratory. Two hours credit.

COSMETOLOGY - TEACHER TRAINEE

CIV 1113 — Observation and Law, Rules and Regulations.

This course is a prerequisite prior to all other CIV courses. The student will observe teaching in the classroom and in the lab. The student will also develop an understanding of the law, rules, and regulations that govern cosmetology in the state. 90 clock hours. Three hours credit.

CIV 1118 — Observation and Law, Rules and Regulations.

This course is a prerequisite prior to all other CIV courses. The student will observe teaching in the classroom and in the lab. 224 clock hours. Eight hours credit.

CIV 1122 — Cosmetology Law, Rules and Regulations.

The student will develop an understanding of the laws, rules and regulations that govern cosmetology in the state. 34 clock hours. Two hours credit.

CIV 1125 — Principles of Teaching.

This course is designed to identify the characteristics of a professional teacher. Planning the course, preparing lesson plans, and the steps of teaching will also be covered in the course. 150 clock hours. Five hours credit.

CIV 1132 — Measurement and Evaluation.

This course will instruct the student in the art of testing and evaluating students. 60 clock hours. Two hours credit.

CIV 1143 — Principles of Motivation and Learning.

This course will study the different motivational theory and technique methods of motivation. The laws governing the learning processes will also be explored. 90 clock hours. Three hours credit.

CIV 1216 — Methods of Teaching.

This course will introduce the methods, procedures, and techniques of teaching to the student. 180 clock hours. Six hours credit.

CIV 1223 — Classroom Management.

This course will explore the concepts of effective classroom management. 90 clock hours. Three hours credit.

CIV 1233 — Teaching Materials.

This course will introduce the different teaching materials that might be available to the instructor. 90 clock hours. Three hours credit.

CIV 1239 — Preparation for Teaching.

This course gives instruction on planning the course and preparing lesson plans. 255 clock hours. Nine hours credit.

CIV 1249 — Student Motivation and Learning.

This course will teach the different motivational applications needed for student learning. The laws governing the learning processes will also be explored. 272 clock hours. Nine hours credit.

CIV 1253 — Evaluation of Students.

This course will instruct the trainee in the art of testing and evaluating students. 85 clock hours. Three hours credit.

CIV 1510 — The Professional Teacher.

This course is designed to identify the characteristics of a Professional teacher. 272 clock hours. Ten hours credit.

CIV 2328 — Procedures and Techniques of Teaching.

This course will instruct the trainee in conducting practical classes and working with individual student needs. 120 clock hours. Eight hours credit.

CIV 2511 — Methods of Teaching.

This course will introduce the methods of teaching through lectures, discussion and demonstration. 190 clock hours. Eleven hours credit.

CIV 2611 — Classroom Management.

This course will explore the concepts of effective classroom management. 304 clock hours. Eleven hours credit.

CIV 2711 — Teaching Materials.

This course will introduce the different teaching materials that are available to the instructor. 304 clock hours. Eleven hours credit.

PRACTICAL NURSING

PNV 1113 — Basic Nutrition.

This course consists of a study of nutrition for all individuals. Digestion, metabolism, and diet therapy are introduced. Three lectures. Three hours credit.

PNV 1213 — Body Structure and Function.

This course is a study of body structure and function essential to safe and effective nursing care. Each system of the body is covered with applications to nursing. Two lectures. Two hours laboratory. Three hours credit.

PNV 1312 — Growth and Development.

This course is a study of the normal developmental processes of humans from infancy to adulthood, including physical, emotional, social, and intellectual aspects. Two lectures. Two hours credit.

PNV 1412 — Geriatric Nursing.

This course uses the nursing process to teach the care of the geriatric patient. Clinical experience in a long term facility is a component of this course. One lecture. Three hours clinical laboratory. Two hours credit.

PNV 1425 — Fundamentals of Nursing.

This course provides the student with knowledge and skills necessary to care for the individual. Study includes beginning use of the nursing process; cause and prevention of illness; patient, family, and community health care provisions; and resource agencies available. The course also includes personal health care, basic math, medical terms, medical and apothecary system. Included is preparation to assist the patient in meeting basic living needs. Five lectures. Five hours credit.

PNV 1434 — Fundamentals of Nursing Lab.

This course provides demonstrations, supervision, and practice for the student to master fundamental nursing skills. Eight hours laboratory. Four hours credit.

PNV 1513 — Pharmacology.

This course is designed to provide the student with appropriate basic theoretical and clinical information related to drugs, including: classifications, sources, dosages, and measurement, regulatory requirements and basic principles of drug administration. Two lectures. Two hours laboratory. Three hours credit.

PNV 1615 — Medical/Surgical Nursing I.

This course introduces nursing theory for selected medical-surgical disorders. Emphasis is placed on developing and demonstrating an understanding of the role of the practical nurse functioning as an effective team member. Five lectures. Five hours credit.

PNV 1624 — Medical/Surgical Lab and Clinical I.

This course includes supervised laboratory and clinical experiences for application of medical/surgical theory and the development of skill and the use of nursing process. Two hours laboratory. Nine hours clinical laboratory. Four hours credit.

PNV 1633 — Medical/Surgical Nursing II.

In this course, the student utilizes the nursing process to assist in meeting daily needs of patients with selected medical-surgical problems. The course introduces nursing theory for selected medical-surgical disorders and nursing skills are introduced. Emphasis is placed on developing and demonstrating an understanding of the role of the practical nurse functioning as an effective team member. Three lectures. Three hours credit.

PNV 1644 — Medical/Surgical Nursing Lab and Clinical II.

This course includes supervised clinical experience for application of medical/surgical theory. Students develop skill in the nursing process by applying principles and knowledge gained in preceding courses. Two hours laboratory. Nine hours clinical laboratory. Four hours credit.

PNV 1717 — Maternal-Child Nursing.

This course uses the nursing process to teach care for the expectant mother from conception to delivery, including newborn, child, and the family unit during normal and complicated conditions. Clinical experience includes perinatal labor and delivery, postpartum, newborn, and pediatrics. Four lectures. Nine hours clinical laboratory. Seven hours credit.

PNV 1813 — Psychiatric Concepts.

This course provides an introduction to mental health concepts. Emphasis is placed on normal as well as abnormal behavior in application of principles of effective therapeutic communication. Clinical experience will provide application of previously learned theory. Two lectures. Four hours clinical. Three hours credit.

PNV 1912 — Nursing Transition.

This course further develops decision making skills and promotes an interest in continued professional development. Legal aspects of nursing and employment opportunities and responsibilities as well as preparation for the State Board Exam will be included. One lecture. Three hours clinical laboratory. Two hours credit.

WELDING, BRAZING AND SOLDERING

WLV 1117 — Shielded Metal Arc Welding (SMAW).

This course is designed to teach students welding techniques using electrodes. One lecture. Twelve hours laboratory. Seven hours credit.

WLV 1124 — Gas Metal Arc Welding (GMAW).

This course is designed to give the student experience in various welding applications with the M.I.G. welder including short circuiting and pulsed transfer. One lecture. Six hours laboratory. Four hours credit.

WLV 1136 — Gas Tungsten Arc Welding (GTAW).

This course is designed to give the student experience in various welding applications with the T.I.G. welder. One lecture. Ten hours laboratory. Six hours credit.

WLV 1143 — Flux Cored Arc Welding (FCAW).

This course is designed to give the student experience in FCAW. One lecture. Four hours laboratory. Three hours credit.

WLV 1152 — Pipe Welding I.

This course is designed to give the student experience in pipe welding procedures. One lecture. Two hours laboratory. Two hours credit.

WLV 1153 — Pipe Welding II (Prerequisite: WLV 1152).

This course is a continuation of WLV 1152. One Lecture. Four hours laboratory. Three hours credit.

WLV 1171 — Welding Inspection and Testing Principles.

This course is designed to give the student experience in inspection and testing of welds. Two hours laboratory. One hour credit.

WLV 1211 — Plasma Arc Cutting (PAC).

This course is designed to give the student experience in PAC. Two hours laboratory. One hour credit.

WLV 1231 — Drawing and Welding Symbol Interpretation.

This course is designed to give the student advanced experience in reading welding symbols and making on-site changes by freehand sketching. Two hours laboratory. One hour credit.

WLV 1242 — Oxyfuel Gas Cutting Principles and Practices.

This course is designed to give the student experience in OAW and brazing. One lecture. Two hours laboratory. Two hours credit.

WLV 1912 — Special Problems in Welding and Cutting.

A course designed to provide the student with practical application of skills and knowledge gained in other welding and cutting courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Four hours laboratory. Two hours credit.

WLV 1922 — Work-Based Learning in Welding and Cutting.

This course is a cooperative program between the industry and education and is designed to integrate the student's technical studies with industrial experience. 90 clock hours of industrial work experience. Two hours credit.

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